

Jamii, Uplift and Cultivate Our Community, Inc.

P.O. Box 514

Spartanburg, SC 29304

www.jamii.nonprofit.org

JOB DESCRIPTION

**JOB TITLE:** Tutor

**SUPERVISOR:** Dena L. Palmer, LMSW

Jamii, Uplift and Cultivate Our Community, Inc., is a 501 (c)(3) organization created to provide free tutoring to primary aged children, grades 3rd through 6th, with their academic subjects to include Math and English in Spartanburg, SC.

**GENERAL JOB DESCRIPTION**

A tutor is a person who is hired by an individual or a group to provide education to children.

**MAJOR DUTIES AND RESPONSIBILITIES**

* Conducts individualized tutorial sessions for students with academic deficiencies
* Determines what skill areas require additional assistance
* Assists with tutorial program evaluation
* Communicates verbally and in writing
* Ensures that the students improve their grades as this is their primary goal
* Knowledge of teaching techniques and academic programs ***(preferred)***

**QUALIFICATIONS FOR THE JOB**

*Education:*

High School Diploma. Pursuing a Bachelor’s degree in the appropriate or related subject of assignment or, any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved

*Experience:*

Experience working with children ***(preferred)***

**KEY COMPETENCIES**

Ability to pass a background check. Able to develop positive rapport with students. Excellent communication skills

**PHYSICAL REQUIREMENTS**

Lift 10lbs

**COMPENSATION**

$12/hr.

**WORK SCHEDULE**

Tuesdays & Thursday, 2:30PM-5:00PM

**LOCATION**

C.C. Woodson Recreation Center

210 Bomar Avenue

Spartanburg, SC 29306

**HOW TO APPLY**

[www.jamii.nonprofit.org](http://www.jamii.nonprofit.org)