POSITION TYPE: Tutor (After School)

CLOSING DATE: 12/12/25

FLSA STATUS: Non-exempt

REPORTS TO: After School Coordinators, Site Manager, Site Assistant Manager

PAY: $20 based on qualifications and experience

STANDARD HOURS PER WEEK: Monday/Friday (depending on location) - 11:00am - 3:00pm, Tuesday, Wednesday, Thursday - 3:30pm-5:30pm or 4:00pm-6:00pm (depending on location) Plus weekly meetings and evening family events

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must:

Program Support & Tutoring Responsibilities

- **Program Flow Support:** Assist with program setup and support during the first hour of programming, including helping with snack time, student supervision, and maintaining a safe and positive environment.
- **Tutoring & Academic Support:** Provide focused math and science tutoring during the second hour of programming, supporting students with their homework, assignments, and skill development. Adapt explanations to meet students' individual learning needs and encourage positive academic engagement.

Student & Staff Supervision

- Support staff in maintaining a structured, inclusive, and encouraging environment.
- Monitor student behavior, model positive interactions, and use positive reinforcement strategies.
- Assist staff in ensuring smooth transitions and station flow during the first hour of programming.

Communication & Reporting

- Communicate effectively with staff, students, and families to support student success.
- Report concerns, incidents, or academic challenges to the After-School Coordinators in a timely manner.

Program Operations

- Ensure accurate timekeeping by clocking in and out appropriately and following program procedures.
- Uphold KATB's Standard of Excellence in all interactions with students, staff, and families.
- Participate in staff meetings, training sessions, and professional development opportunities.

Community Engagement

- Support family involvement by participating in evening Family Nights and other community events as needed.

Other

- Perform other duties as assigned by the Program Coordinators to support the overall success of the program.

EDUCATION AND RELATED WORK EXPERIENCE:

There are no education requirements needed to fulfill this position. Previous experience tutoring children is preferred but not required.

LICENSES, REGISTRATIONS, or CERTIFICATIONS:

Criminal background check required for hire. First-Aid training and CPR training is provided.

OTHER REQUIREMENTS:

Valid CO Driver's License and current auto insurance, or reliable transportation to work. Ability to stand for extended periods, ability to tutor elementary grade math and science for elementary schools and middle school grade math and science for middle school, engage in STEM activities with children, and lift up to 30 pounds. This position involves both indoor and outdoor work, with occasional exposure to various weather conditions.