



6927 SE Foster Road
Portland, OR 97206
phone 503.772.2300
fax 503.774.8489

Youth GED Tutor Job Description

Summary of Position

Youth GED Tutor will assist with SE Work's youth GED program, tutoring students in math, reading, science, writing, and social studies. Tutor will work with students one-on-one and/or with small groups of 2-3 students. Tutor is responsible for recording which students he/she tutors and the academic progress of those students.

Responsibilities

- Attend tutor orientation and training
- Give individual attention to the learner's educational needs
- Establish a good rapport with students and other tutors
- Meet regularly with volunteer coordinator to discuss and record student progress
- Refer the student to the coordinator/instructor for needs other than tutoring

Qualifications

- 18 years of age or older
- Fluency in English
- Good communication skills and the ability to explain concepts
- Patience; the ability to adapt to different learning styles
- Able to pass a background check
- Awareness of cultural differences
- Respect for students
- Enthusiasm for learning and a sense of humor

Time Commitment

Tutor makes a minimum commitment of one semester, working two to four hours per week, depending on amount of FWS funds and tutor's preference.

Benefits

- Satisfaction gained by helping others
- Belong to a group of dedicated tutors
- Increase knowledge and improve skills
- Increase work experience
- Learn from peers

Thank you for your interest! There are several openings for this position, and our program runs year-round, so there is no set start or end point. Please contact _____