

Site Tutor

Overview: In keeping with the Mission Statement of the Coalition, to implement programs and build effective relationships with the children to fulfill the ministry and mission of Coalition For Kids.

*To help children grow in wisdom and in stature and in the favor of God and man.
~based on Luke 2:52*

Job Requirements

High School Diploma
Experience working with children in a group setting
Ability to keep students engaged and excited about learning
Good communication skills
Self-motivated with strong organizational skills
Timely, reliable and accurate record keeping abilities
Model pro-active integrity and ethics

Reporting Responsibilities

All Site Tutors report to their Site Coordinator for day to day communication of activities and classroom management issues.

Responsibilities:

- Attend all appropriate meetings and events
- Participate in all necessary trainings
- Obtain a Commercial Drivers License
- CDL licensed personnel are required to follow transportation procedures and responsibilities
- Provide a safe environment and oversee children's daily activities
- Set a positive Christian example in word, actions, attitudes and relationships
- Establish an effective, positive, personal and team relationships with schools parents and staff
- Prepare and use educational resources for daily classroom activities
- Build relationships with the children
- Check homework daily
- Complete necessary paperwork
- Know procedures involved in programming operations
- Communicate with your Site Coordinator daily classroom behaviors