



Center for Human Services

Building a stronger community...one family at a time.

Mailing Address: 17018 15th Avenue NE • Shoreline WA 98155 • 206-362-7282 V/TDD • Fax 206-362-7152 • Email: admin@chs-nw.org

Job Description

Out of School Time Program Math Tutor/Mentor

GENERAL DESCRIPTION

The Out of School Time Program Math Tutor/Mentor will provide tutoring and support to students in our afterschool programs at Ballinger Homes, a King County Housing Authority Complex in Shoreline, WA. We are seeking someone to engage youth in math homework and activities that empower them to strengthen their skills and love of learning. This position needs to be someone with the knowledge, skills and enthusiasm for math to engage our students in increasing their confidence, comprehension and math skills. Reports to the Out of School Time Program Coordinator.

Bilingual/Bicultural/Multilingual/Multicultural, BIPOC applicants are strongly encouraged to apply.

\$18.00 per hour, minimum of 8 hours per week (Wednesdays 12:30-5:30pm and Thursdays 3:00-6:00pm). Maximum of 12 hours per week if needed for program planning and activity development. Must have proof of COVID-19 vaccination.

MAJOR RESPONSIBILITIES – Position Specific

- Engage youth in tutoring and/or academic activities to promote skill building in math
- Be familiar with the Common Core standards and practices for math
- Provide developmentally appropriate support for students in 6th – 12th grade on Wednesdays 12:30pm-5:30pm and K-5th graders on Thursdays 3:00pm-6:00pm
- Have a high level of confidence in breaking down math formulas into easy to understand steps
- Have enthusiasm for and promote a positive attitude for learning and applying math
- Utilize creative, hands on activities to illustrate math concepts
- Have knowledge of or willing to learn more about the following math skills to best fit current needs of the students we serve: (6th – 12th Algebra, Pre-Calculus, Statistics and K-5th Addition, Subtraction, Multiplication, Fractions, Geometry)
- Actively participate in the facilitation of programming to achieve the overall program outcomes. In addition to tutoring students this could include, but is not limited to: program planning, set up/clean up, meal preparation support, engaging students in outdoor and enrichment activities.
- Provide services based on the philosophy of the Family Support Principles
- Engage in community events, networking meetings, and training opportunities related to the Out of School Time Program as directed.
- Participate in required program and agency meetings and training opportunities as requested

MAJOR RESPONSIBILITIES – Agency in general

- Provide all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally competent approach that is integrated with other services
- Participate in creating and maintaining a workplace that values diversity and treats everyone with dignity and respect without regard to race, color, age, religion, creed, gender, gender identity, gender expression, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Utilize teamwork and open communication
- Have prompt and consistent attendance during scheduled working hours
- Provide services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintain documentation in a timely, thorough and accurate manner
- Follow agency policies and procedures, RCWs, WACs, CARF standards, and other external regulations
- Follow CHS's Code of Ethics
- Perform all other tasks as assigned by the supervisor, manager, or a director that furthers the success of programs and/or the agency

PREFERRED CHARACTERISTICS:

- 18 years old or older



Behavioral Health & Family Support

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- Highschool diploma or GED (minimum)
- Currently pursuing higher education
- Knowledge, skills and enthusiasm for math
- Lived experience that reflects, but is not limited to: person of color, living with a low income, strengthening resilience in times of adversity and/or participation in out of school time programming.
- Experience working with children and youth with diverse backgrounds
- Ability to work independently, problem-solve and prioritize responsibilities
- Demonstrated ability to take initiative
- Reliable and accountable
- Has a Washington State driver's license and/or reliable transportation
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Experience and demonstrated ability to successfully work within a diverse cultural setting and provide culturally competent services
- Ability to work cooperatively as part of a team
- Ability to work in an unstructured and unpredictable setting; ability to adapt to change
- Sense of humor
- Bi-Cultural/Bi-Lingual and/or Multi-Cultural/Multi-Lingual, BIPOC to reflect the community we serve

TO APPLY FOR THIS POSITION: Please send a resume and cover letter to jobopportunities@chs-nw.org

CHS is an Equal Opportunity Employer

The mission of the Center for Human Services is to strengthen the community through counseling, education and support to children, youth, adults and families.

Our Values: Embrace diversity, provide accessibility, champion collaboration, demand accountability, personify integrity, and have fun.