



Job Announcement

OUT OF SCHOOL TIME PROGRAM MATH TUTOR/MENTOR

Do you want a great opportunity to engage with youth in an environment focused in community and culture? Do you have a passion for empowering youth academically and socially? Center for Human Services (CHS) is seeking a unique candidate with a desire to engage youth in strengthening their math skills while contributing to relationship building and trust to support their social and emotional growth. This position will include tutoring students in math as well as mentoring youth in other activities that promote positive youth development.

This position is part-time position with the Family Support Department and Out of School Time Program. Estimated start date after September 6th, 2022.

1. Position would tutor/mentor youth in our afterschool program at Ballinger Homes, a King County Housing Authority Low Income Housing Complex
2. Work schedule is a minimum of 12 hours a week, with potential for additional hours.
 - Tuesdays 3:00-6:00pm
 - Wednesdays 12:30-5:30pm
 - Thursdays 3:00- 6:00pm
3. \$18/hour starting pay (DOE)
4. Must have an enthusiasm for math and the ability to communicate concepts in an easy to understand manner
5. Candidates must 18 years old or older

CHS is a great work environment with staff who are passionate about and dedicated to the clients of our community. If you want to join an established organization at a time of growth and transformation, this is the place.

To apply, send resume and cover letter to jobopportunities@chs-nw.org. Full job descriptions and position responsibilities can be found below:

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 12 hours per week (Tuesdays, 3:00-6:00pm, Wednesdays 12:30-5:30pm and Thursdays 3:00-6:00pm). Must have proof of COVID-19 vaccination.

MAJOR RESPONSIBILITIES – Position Specific

Tutor specific responsibilities:

- Engage youth in tutoring and/or academic activities to promote skill building in math
- Provide developmentally appropriate support for students K-12th grade, aligned with Common Core



standards and have knowledge of or willingness 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)

- Have a high level of confidence in breaking down math formulas into easy to understand steps and utilize creative, hands on activities to illustrate math concepts
- Have enthusiasm for and promote a positive attitude for learning and applying math
- 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.

Mentor specific responsibilities:

- Follow the Youth Program Quality standards
- 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
- Highschool diploma (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 highly encouraged
- Ability to work independently, show initiative, problem-solve and prioritize responsibilities
- 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: Model diversity, equity, & inclusion; provide accessibility; champion collaboration; demand accountability; personify integrity; and have fun.