

## Work Study Job Description

<b>Job Title</b>	Hilltop Scholars High School Tutor
<b>Organization Name</b>	Peace Community Center
<b>Job Location</b>	Tacoma
<b>Address</b>	2106 S. Cushman Tacoma WA Washington 98405
<b>Pay Rate</b>	\$10 - \$
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Leigh Cobbs
<b>Phone Number</b>	253 383 0702
<b>Email Address</b>	leigh@peacecommunitycenter.org
<b>Website</b>	<a href="http://www.peacecommunitycenter.org/">http://www.peacecommunitycenter.org/</a>

### Nature of Organization

The Hilltop Scholars After-School Program offers a safe, structured, and supervised place for high school students to complete homework and receive FREE tutoring & college preparation. The program is held at Peace Community Center from 2:30pm-6pm M-Th.

### Duties and Responsibilities

- interact with the hilltop Scholars students at all times (e.g. during tutoring time, snack time, clean up time, and any Brain Building time.)
- Record and report work hours
- Work together as a team with the Program Director, AmeriCorps Members, and other Hilltop Scholar tutors, to include reviewing and recording information on student progress and helping to develop strategies to support the students
- Reflect on tutoring practices and experiment with new tools/strategies suggested by Tutoring Coordinators.

HOURS WILL BE UP TO 8 HRS/WK.

### Minimum Qualifications

- Recommended that the application is currently enrolled in college.
- Good work ethic.
- Ability to get along well with others, especially teenagers.
- Belief that every student can learn and should have the opportunity for higher education.
- Proficiency in one or more of the following subject areas as the high school level: Precalculus, Chemistry, Physics

### **Educational Benefits**

- Effective tutoring strategies to tutor students.
- To work with a diverse group of high school students from low income households.
- The purpose and function of a non-profit organization as an entity for education empowerment and positive transformation of a diverse community
- the necessary work ethic to be successful at a non-profit organization.

### **How to Apply**

Please contact Leigh Cobbs at: [leigh@peacecommunitycenter.org](mailto:leigh@peacecommunitycenter.org) or at 253 383 0702 (x110).

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Job Number: 75PECC16 | Category: Student Services | Program: Federal | Reimbursement Rate: 75%