

Position Description

Position Title: Reading Tutor

Department/Unit: Seashore Family Literacy

Classification: Student Employment

Status (exempt or non-exempt): non-exempt

Rate of Pay: \$16.17per hour

Reports To: Senitila McKinley, Program Coordinator

Hours per week: up to 20 hours

Term: Fall/Winter/Spring 2024-2025

MUST BE AN OCCC STUDENT - FEDERAL WORK STUDY ELIGIBLE

POSITION SUMMARY

Seashore Family Literacy's mission is helping children, adults, and families improve their reading, writing, math, computer, and communication skills. This position helps Seashore Family Literacy achieve its mission by tutoring reading to children.

This off-campus opportunity is located at Seashore Family Literacy, 125 NW Spruce St, Waldport, Oregon.

Tutor is responsible for their transportation to and from the location.

DUTIES & RESPONSIBILITIES

- Tutor- reading one on one with students
- Help staff plan activities related to tutoring Reading
- Play educational games designed to improve reading skills with students
- Report to the director on their progress with tutoring -reading

The list of essential functions is intended to be representative of the tasks performed by this position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

QUALIFICATIONS:

- Federal Work Study (FWS) eligible
- College-level reading and writing skills
- Communicate in a patient and easy-to-understand manner
- Maintaining a positive and supportive attitude
- Must pass a criminal background check.

HOW TO APPLY

Students will need a cover letter, 3 personal/professional references (required) for the application.

Contact Human Resources if you need assistance and/or an accommodation to aid your participation in our hiring process. If you have questions regarding this, please contact Human Resources at 541-867-8515.

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