



Brooklyn Community Services

Position: Afterschool Tutor
Program/Department: Early Childhood and Family Services
Reports to: Prospect Plaza Site Director
Work Location: 1835 Sterling Place
Hours: PT Afternoons – 3pm to 5pm

Position Summary:

Prospect Plaza Community Center provides academic, wellness and therapeutic opportunities at no cost to the community. Prospect Plaza Community Center hours are Monday through Friday, 9 am to 7 pm and Saturday, 9 am to 3 pm. Prospect Plaza Community Center is currently seeking a part-time afterschool tutor who is experienced with providing academic support to elementary school age children. Proficiency around tutoring in all academic areas are required.

Responsibilities:

- Work with Director and on-site Supervisor to provide enriching academic and homework support for elementary aged children during program hours.
- Maintain and prepare tutoring space.
- Competence in group facilitation, behavior management and professionalism.
- Provide effective supervision to groups of children during tutoring and snack time.
- Responsible for taking and collecting daily attendance.
- Oversee and monitor authorized parental/guardian pick up of children.
- Provide feedback to parents and guardians.
- Perform other duties as assigned.
- Reliable and able to work as a team member.

Qualifications:

- HS Diploma or equivalent
- Ability to collaborate and build relationships
- Reliable and able to work as a team member.
- Criminal background check, Child Abuse check and fingerprinting required.

Contact:

Email cover letter and resume to:
Ms. Emily Rios, Division Director
erios@wearebcs.org

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