



America Counts Tutor Position Description

POSITION & PURPOSE

Hobart and William Smith Colleges' students are eligible to become America Counts tutors. They will assist Geneva Middle School students with improving their math skills. Employment as an America Counts tutor has the potential to be extremely fun and rewarding, however, the charge of helping a student to improve in math can not be taken lightly.

QUALIFICATIONS

- Excellent people skills, enthusiasm for helping adolescents, respectful attitude
- A solid understanding of math topics covered up to the middle school level, such as integers, fractions, simple algebra, probability, etc.
- Ability to work separately with student and/or within a larger context of student/tutor groups
- Creative and enthusiastic when covering lesson plans
- Attention to detail regarding paper work and prompt arrival/departure from school (transportation is provided)

JOB FUNCTIONS & RESPONSIBILITIES

- Work one-on-one with partner student for 2 sessions per week (placement contingent upon tutor's schedule) Tutors will earn \$7.00/hr during Fall 2006 if federally work study eligible
 - (Non FWS eligible students are considered "volunteers" and their participation in program is both appreciated and encouraged and has the same expectations as paid tutors)
- Attend 100% of tutor trainings, and America Counts related meetings/events
- Provide detailed feedback of child's progress on lesson plans so that age appropriate activities can be selected by America Counts student coordinator
- Communicate effectively with Public Service Office, as well as teachers and administrators at Geneva Middle School
- Fill out HWS paperwork (time-sheets and evaluations) *accurately and on time*
- Work with student to fill out a "Family Update" each week so that families are informed of progress made and any necessary follow up.