

A Program leader is an educational professional who provides guidance and mentorship to the tutors. They are responsible for writing tutoring plans, managing student's behavior, and providing after-school tutoring, which helps students with weaker grades stay on track towards graduation.

You must have a genuine interest in the growth and development of youth and a proficiency in elementary math and English. You must have the ability to establish authority and connections through leadership, communication, and most importantly patience. We expect our tutors to provide a stable and nurturing atmosphere that our students will need to succeed. Ensuring that Flourish's Thrive student's reach their highest potential will take a tremendous amount of hard work, flexibility, and commitment.

Responsibilities:

- Identify student's needs and communicate to Flourish Director, school's teachers, parents, and volunteers as appropriate.
- Assess lesson plans and current teaching methods
- Identifying shortcomings in lessons or teaching methods
- Evaluate student progress
- Plan curriculum with varying developmental needs
- Track academic performance
- Guide and mentor tutors
- Evaluate tutors' progress
- Ensure tutors are tracking student's daily progress
- Meet with parents to discuss the needs and goals of students
- Manage tutor's/mentor's schedule
- Fill in when regular tutor is out and inform mentors/tutors in advance if a student will not be attending (to keep them from coming to tutor when a student is absent?)
- Assist in set up, break down, and informing management of any maintenance issues in an effort to keep the site clean and orderly.
- Promote positive interactions between volunteers? (mentors/tutors?) and students in accordance with child safety guidelines.
- Knows the procedures for responding to issues of an emergency nature.

Requirements:

- Must be able to work Monday - Friday (3 day per week from 3:30 p.m.-6:30 p.m.).
- Must complete the pre-tutoring training program
- Must be fluent in English
- Must pass the initial and annual Background Checks/Fingerprints:
- Provide a clear TB test
- Demonstrates behavior that is professional, ethical, courteous, flexible, kind, and responsible. Displays integrity, self-control, punctuality, and gratitude.
- Flourish's Thrive After-School Program is a Christian program that adheres to Christian doctrine. You must whole-heartedly agree with the program's Statement of Faith and Christian philosophy of education. Please visit Flourishmo.org for a full listing of our beliefs.

Work Location: Third Presbyterian Church, 9990 Lewis and Clark Blvd, St. Louis, MO 63136

Job Type: Part-time

Pay: \$16.00 per hour

Experience: 3 years' experience as Teacher/Retired Teacher/Paraprofessional/Lead Tutor or Mentor