

**Job Title:** Tutor, Acworth Achievers

**Department:** Parks and Recreation Department, City of Acworth, Georgia

**Job Summary:** This position is responsible activities for providing tutoring services to middle and high school students enrolled in the Acworth Achievers Mentoring and After School Program.

**MAJOR DUTIES:**

- Provide tutoring services for middle and high school students.
- Facilitate tutorial sessions with individual students or small groups.
- Prepare and present workshops or projects.
- Tutoring middle and high school students in various subjects.
- Responsible for the safety of all program participants.
- Perform other related duties as assigned.

**PREFERRED KNOWLEDGE:**

- Experience working with diverse youth groups.
- Conflict resolution with youth.
- Knowledge of Cobb County Public School curriculum and/or middle and high school courses.
- Knowledge of US Test Prep
- Skills in oral and written communication.

**QUALIFICATIONS:**

- Must have a valid Georgia Driver's License.
- Must possess Georgia Professional Standard Commission Educator Certification or undergraduate/graduate level degree.
- Must be able to follow all city ordinances, policies, and procedures.

**WORK ENVIRONMENT:**

Most work is performed at a desk. Some work involves repeated sitting and standing during interaction with participants.

**WORK HOURS AND CONDITION**

Minimum of 2 hours per week working according to a schedule set by the Recreation Coordinator. Regular attendance is a necessary job function required for this position.

**ADA REQUIREMENTS**

The incumbent must have full use of upper limbs, especially hands and fingers (for computer operation). Eyeglasses or corrective lenses may be worn to provide 20-20 vision for the incumbent. Hearing aids are also satisfactory.

If you have any questions regarding the duties or the working conditions of the position, please contact Frank White at (770) 917 – 1234 or [jwhite@acworth.org](mailto:jwhite@acworth.org).

If you are interested in applying for this position, please download an application at [www.acworth.org](http://www.acworth.org).

Applications are accepted at: 4762 Logan Rd, Acworth, 30101 or fax to (770) 966 – 7891.

Position is open until filled.