



Learning Resource Center

Staff Roles & Descriptions: Staff/Tutors

*Please be informed that conditions for your initial and continued employment include the **submission of a fingerprint clearance, statement of prior criminal convictions, child abuse index check, documentation of training on child-abuse-reporting procedures, a physical exam/health questionnaire and TB clearance.***

Duties:

1. Encourage participants to learn basic skills, concepts and develop a growth mindset.
2. Assist participants with school work.
3. Help participants discover new interests by assisting them in science, engineering, art, music labs, and other potential hobbies.
4. Organize activities that allows participants to engage and learn about the world, display global citizen and leadership skills and explore their interests.
5. Ensure participants are learning positive behaviors by providing guidance or redirection, as needed.
6. Supervise and monitor the needs and safety of participants.
7. Document experiences related to participants by keeping records of progress and interests.
8. Assist with sterilizing electronics, toys, learning labs, play and common areas and other duties to ensure that the participants are in a safe and clean environment.
9. Maintain a safe workplace by monitoring participants for health, behavioral, and emotional needs and reporting any concerns to directors.
10. Assist participants with maintaining proper hygiene.
11. Display a team-based approach and work with all staff to engage participants.

Work Expectations

The Learning Resource Center is open in three sessions for 11 weeks each throughout the regular school year. The Learning Resource Center has hours to accommodate parents or guardians that need to drop off and pick up before and after work. Our Learning Resource Center employs full-time and part-time staff with staggered shifts to cover the entire day. A typical part time work day is 4 - 5.5 hours per day. A full time work day is typically 8 hours per day. Learning Resource Center staff schedules vary and part-time work is common.

Educational Requirements

We do not have minimum education requirements for staff/tutor positions. However, staff with college education or an early childhood education credential may qualify for higher pay. Strong understanding of stages of childhood development expected.



Skills

Communication skills. Staff must be able to talk with participants, parents, colleagues and directors about the progress of the participants. Staff need both good speaking skills to provide information effectively and good listening skills to understand instructions.

Decision-making skills. Good judgment is necessary for all staff to respond to emergencies or difficult situations.

Instructional skills. Staff need to be able to explain things in terms participants can understand.

Interpersonal skills. Staff need to work well with people to develop good relationships with participants, parents, and colleagues.

Patience. Staff need to be able to respond to overwhelming and difficult situations calmly.

Physical stamina. Staff should have a lot of energy to support school-age children and youth.

Detail-oriented. Staff must be thorough and caring with an eye for detail.

Pay/Benefits

The median hourly wage for staff is \$12-15/hour. Global Citizens Leadership does not offer staff medical/dental/vision benefits.

Evaluation

Quarterly the first year. Bi-annually each following year.