

JOB TITLE: Tutor/Mentor

DIVISION/DEPARTMENT: Tri-State CAMP Project

RESPONSIBLE TO: CAMP Project Director

MONTHS PER YEAR: 42 weeks/year

HOURS PER WEEK: 20

CREDENTIALS:

Bachelor's degree preferred; associate degree required with experience in service-related programs. Proficiency in oral and written communication in the English language is essential, in Spanish a plus; Knowledgeable in Microsoft Office, Word, Excel, Access, and record keeping. Ability to maintain a high degree of confidentiality. Is able to maintain a flexible, positive attitude in high stress situations. Will maintain a "can do" philosophy in working with all project stakeholders.

JOB PURPOSE

CAMP Tutor/Mentor will provide support and assistance to CAMP project staff and students to establish and maintain a standard of excellence. Responsibilities include assisting students in developing competency in coursework; provide one-on-one support and encouragement to help the student develop an increased sense of confidence in his or her own abilities; encourage student to become an independent learner by suggesting more adequate tools of study; assist Academic Student Support Coordinator with identifying and providing support services for students.

MAJOR DUTIES AND RESPONSIBILITIES

1. Accomplish the objectives and goals set forth by in the **Tri-State CAMP** application, the Federal guidelines of the U.S. Department of Education and the Office of Migrant Education.
2. Complete required and assigned paperwork in a timely and accurate fashion, including completing a Student Contact Form for each tutoring and mentoring session to be turned in to Fort Scott Tri-State CAMP staff each week, and submitting an accurate time sheet each month to the Director.
3. Be available on campus for tutoring at least 12 hours each week. Tutor/Mentor and Academic Student Support Coordinator together will determine required hours of tutoring for individual students. Meet with all students on a weekly schedule.
4. In addition to regular weekly meetings, meet with at least two students each week on a rotating basis to discuss issues relating to school performance, demands of college life, and instructor feedback, and complete any other paperwork requested by the Academic Student Support Coordinator.
5. Assist Academic Student Support Coordinator with ILPs and identifying and providing support services for students including ESL, computer skills, study skills, career planning, scholarship information, course selection and academic advising.
6. Assist Tri-State CAMP staff with participant follow-up.
7. Assist Tri-State CAMP staff with staff and partner training.
8. Coordinate and conduct a cultural event each fall semester.
9. Coordinate and conduct a campus visit each spring semester.
10. Develop and carry out an individual Staff Development Plan (SDP) with director.
11. Other duties as assigned by the CAMP Director

PHYSICAL REQUIREMENTS OF THE POSITION

1. Requires the ability to effectively communicate with others regarding goals and objectives of the **Tri-State CAMP** grant.
2. Requires the ability to remain flexible with CAMP schedule to achieve the goals and objectives of the **Tri-State CAMP** grant award.
3. Requires the ability to examine, review and adhere to federal guidelines of the U.S. Department of Education and the Office of Migrant Education.
4. Requires the ability to travel to Tutor/Mentor Training (May or June), cultural events, and campus visits.
5. Requires the ability to work without supervision.