

JOB TITLE: Tutor/Mentor - *Temporary Grant*

DIVISION/DEPARTMENT: Tri-State CAMP

RESPONSIBLE TO: CAMP Project Director

MONTHS PER YEAR: TEMPORARY

HOURS PER WEEK: 20

UPDATED: 9-2025

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 Word, Excel, and record keeping. Ability to maintain a high degree of confidentiality. Is able to maintain a flexible, positive attitude and 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 tutoring students to develop 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 Support Service Coordinator (ASSC) with identifying and providing support services for students.

MAJOR DUTIES AND RESPONSIBILITIES

1. Accomplish the objectives and goals set forth in the **Tri-State CAMP** grant, 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 manner, 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.
3. Be available on campus for tutoring at least 12 hours each week. Tutor/Mentor and ASSC 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, Tutor will mentor students by discussing issues related to school performance, demands of college life, and instructor feedback, and also complete all other paperwork required by TSC.
5. Complete Individual Learning Plans (ILP) with students and, with assistance from ASSC, identify and provide support services for students including 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 students' schedules 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 (summer) and transport students to cultural events and campus visits.
5. Requires the ability to work without supervision.