Smith Approved Tutor Job Listings

Connections Program - America Reads/Counts Tutor

**Job Description**  Tutor/Enrichment Club Assistant – The role of a tutor is to promote the education of students by providing academic support during the homework help period and assisting instructors during club-time duties. 1) Assist students in mastering academic concepts, 2) Help CONNECTIONS staff to collect observational data to enhance continuous improvement efforts, 3) Participate in all mandatory meetings and trainings, 4) Be a role model of positive adult behavior, 5) Be flexible, adaptable and open to change.

**Job Requirements**  Must be on Work-Study in order to apply and must complete a contract with the agency and Student Employment before beginning work. Must enjoy working with school-aged children and be interested in helping them to develop academically. Must be flexible, an independent worker, and possess a positive attitude. 2-4 days a week, Monday – Thursday 3:00-6:00 PM.

- Number of Current Openings 4-5
- Hours 2.0 to 12.0 hours per week
- Base Off-Campus Rate (includes America Reads): $9.50 per hour ($10.50 as of 1/1/16)
- Time Frame Academic Year
  - Start Date September 2015
  - End Date 5/6/2016
- Contact Person Gwen Martin
- Email Address gmartin@hps.holyoke.ma.us
- Work Location Donahue Elementary School, 210 Whiting Farms Rd, Holyoke, MA
- Phone Number 413-534-2168
Homework House - America Reads/Counts Tutor

Job Description  Students with Federal Work-Study can do paid 'community service' work by becoming a tutor in either reading or math for at-risk children up to Grade Six at Homework House. Homework House is a non-profit afterschool program and our focus is helping economically disadvantaged children effectively complete their homework, as well as work on remedial skills in reading and math. To apply contact Christie Elman, 1-413-887-2012; or email celman@homeworkhouseholyoke.org

Job Requirements  Applicants must have Work-Study in their financial aid package. If you are not on work-study you are not eligible for this position unless you wish to tutor as an unpaid volunteer. Must possess knowledge in basic reading and math and have the ability to relate and communicate well with school-age inner-city youth. Must have an understanding and appreciation of children, especially those at risk, good tutoring skills in math and reading. Meet with the site director for an interview. Shifts available Monday through Friday from 3:00-5:00 PM. You must do an official America Read/Counts contract available from the site and must be prepared to attend an Overview training session. Strong desire to perform community service and help children improve their reading or math skills. Contact the Community Service Office to inquire about the vans going to HH for America Reads.

Shifts are available Monday through Friday 3:00-500 PM.

Number of Current Openings  35

Hours  3.0 to 10.0 hours per week

Base Off-Campus Rate (includes America Reads): $9.50 per hour ($10.50 as of 1/1/16)

Time Frame  Academic Year

Start Date  September 2015

End Date  5/6/2016

Contact Person  Christie Elman

Email Address  celman@homeworkhouseholyoke.org

Work Location  Homework House, 340 Chestnut Street, Holyoke, MA 01040

Phone Number  1-413-887-2012
Kensington School - America Reads/Counts Tutor

**Job Description** Tutors will work with individuals or small groups grades 1-5 to support the students' learning. Tutors must also have empathy for all staff and students in the curriculum.

**Job Requirements** Must have Federal Work-Study and enjoy working with children. Must be culturally responsive. Shifts available between 9:20 AM and 3:20 PM Monday through Friday.

Number of Current Openings 6

Hours 3.0 to 10.0 hours per week

Base Off-Campus Rate (includes America Reads): $9.50 per hour ($10.50 as of 1/1/16)

Time Frame Academic Year

Start Date Anytime

End Date 5/6/2016

Contact Person Robert Douglas

Email Address rdouglas@sps.springfield.ma.us

Work Location 31 Kensington Avenue, Springfield, MA Phone Number 413-788-47023
Nonotuck Community School - America Reads/Counts Tutor

**Job Description**  
Assist classroom teacher with children’s supervision and activities including, reading to children, helping them write their names on their art work, support of writing skills, expanding vocabulary through conversation during play, including colors, numbers, shapes and mathematical concepts, as well as specific vocabulary as it applies to the curriculum, and bringing in special activities of the intern’s own (if so desired) that support literacy in the pre-kindergarten years. The site is about 2 miles from campus. Students can see about obtaining a ZipCar for transportation if they don’t have their own.

**Job Requirements**  
You must have Work-Study in your financial aid package for this job. Students with CWORK (Campus Work) and Non-Work-Study students are not eligible at any time except on an unpaid volunteer basis. This job does not accept online applications. You must contact Leslie Pilder via phone or email leslie@nonotuck.org to arrange an interview for the position. You must also do an official America Read/Counts contract and turn it in to the Student Employment Office and must be prepared to attend an Overview training session. Must have the ability to work well with children, excellent reading or math skills, patience and a sense of humor. Strong desire to perform community service and help children improve their reading or math skills. Prefer someone going to school for Early Childhood Education or related field.

Schedule Monday - Friday shifts available between 9:00 AM - Noon; perhaps some afternoons.

Number of Current Openings  4

Hours  2.0 to 10.0 hours per week

Base Off-Campus Rate (includes America Reads): $9.50 per hour ($10.50 as of 1/1/16)

Time Frame  Academic Year

Start Date  September 2015

End Date  5/6/2016

Contact Person  Leslie Pilder

Email Address  leslie@nonotuck.org

Work Location  Nonotuck School Riverside Drive, Florence

Phone Number  586-5996
Northampton Parents Center - America Reads/Counts Tutor

**Job Description** Reading to children aged pre-school through kindergarten, doing crafts with them, setting up & cleaning up of program toys and information, some snack prep and clean up.

**Job Requirements** Must be on Federal Work-Study in order to apply and must complete a contract with the agency and Student Employment before beginning work. Must be great with young children and adults, personable, reliable, friendly and willing to assist with projects. Must pass a CORI check. Time available Monday through Thursday between 9:00 and noon.

Number of Current Openings 4

Hours 2.0 to 10.0 hours per week

Base Off-Campus Rate (includes America Reads): $9.50 per hour ($10.50 as of 1/1/16)

Time Frame Academic Year

Start Date September 2015

End Date 5/6/2016

Contact Person Swansea Benham Bleicher

Email Address info@northamptonparentscenter.org

Work Location 297 Main Street, Northampton, MA

Phone Number 582-2636
PCDC Head Start - America Reads/Counts Tutor

**Job Description** Interacting with pre-school age children. Working with pre-school aged children on their pre-reading skills. Talk to them during play and read to them, encouraging verbal skills. The Early Education and Care (EEC our state licensor) has to do a mandatory background records check on all employees, which is very lengthy. It takes 6 - 8 weeks for this process.

**Job Requirements** Must be able to work with children age 3-5. Shifts available Monday through Friday between 7:30AM and 5:30 PM. Must be on Federal Work-Study in order to apply and must complete a contract with the agency and Student Employment before beginning work. (No start time between 1-2 PM).

Number of Current Openings 8

Hours 2.0 to 10.0 hours per week

Base Off-Campus Rate (includes America Reads): $9.50 per hour ($10.50 as of 1/1/16)

Time Frame Academic Year

Start Date September 2015

End Date 5/6/2016

Contact Person Jennifer Guetti-Slocum

Email Address jguettislocum@communityaction.us

Work Location 56 Vernon Street, Northampton (just beyond the Quad) Phone Number 413-387-1237
Preservation of Affordable Housing/Meadowbrook Apartments Tutoring Program

Job Description - One or two tutors needed at Meadowbrook Apartments, an affordable housing development at 491 Bridge Road in Florence, Mass. (on the bus line), Mondays and Wednesdays from 3:30 - 5:30- no other days/times are available. Please be sure you have work study, be comfortable with diversity, have experience with children, tutoring and/or teaching, and have patience and a sense of humor. Send an updated resume along with a cover letter that describes in detail your experience with children, teaching and/or tutoring to mphillips@poahcommunities.com. Group and/or individual tutoring for children k-6 in reading, and through grade 8 in math, helping with homework, conducting age appropriate literacy/math activities (may include reading to very young children). Tutoring will take place in our community room; Resident Services Coordinator will be on site.

Job Requirements - Experience working well with children, patience, sense of humor, caring and creative, excellent academic skills, the ability to follow directions, dependable, and knowledge of current math and ELA state core curriculum. Over 18 and able to pass background check.

Mondays and Wednesdays 3:30– 5:30 pm.

Hours 2 to 4 hours per week

Base Off-Campus Rate (includes America Reads): $9.50 per hour ($10.50 as of 1/1/16)

Time Frame Academic Year

Start Date Anytime

End Date 5/6/2016

Contact Person Margie Phillips, Resident Services Coordinator

Email Address mphillips@pohcommunities.com

Work Location Meadowbrook Apartments Community Room, 491 Bridge Road, Florence, MA 01062 (on the R44 bus route)

Phone Number 413-584-8404; 413-584-7590
FILLED 9/9/15 – NO MORE APPLICANTS, PLEASE

Smith College Campus School - America Reads/Counts Tutor

Job Description: Tutor individual students in classrooms or work with small groups of 2-4 students with a teacher. Help prepare lessons and make materials for tutoring. Please email jcarino@smith.edu with a brief description of your experience with children. Working in classroom in small groups or with individual students on reading skills or math skills. Ages can range from kindergarten to 6th grade. To apply, email jcarino@smith.edu

Job Requirements: You must have Federal Work-Study in your financial aid package for this job. Students with CWORK (Campus Work) and Non-Work-Study students are not eligible at any time except on a volunteer basis. You must also do an official America Read/Counts contract with your supervisor and submit it to Valerie Schumacher in the Student Employment Office. You must be prepared to attend an Overview training session, two of which will take place on Smith campus. Please see the America Reads section of the Student Employment web page. Some experience working with or tutoring children. Mature, responsible, self-confident and punctual.

Days and times vary, but mostly shifts during school hours 8:30-3:00. Some after school hours may be available. Minimum 1 hour, maximum 8 hours per week.

Number of Current Openings: 4

Position Index Number: SP9071

Hours: 1 to 8 hours per week

Base Off-Campus Rate (includes America Reads): $9.50 per hour ($10.50 as of 1/1/16)

Time Frame: Academic Year

Start Date: September 2015

End Date: 5/6/2016

Contact Person: Jo Ann Carino

Email Address: jcarino@smith.edu

Phone Number: x3283

Work Location: Campus School
Sunnyside Childcare - America Reads/Counts Tutor

**Job Description** Participate and facilitate emergent literacy activities that support children's growth in language, letter identification and beginning reading. These activities include reading to children, playing games, dramatic play, etc.

**Job Requirements** Must have Federal Work-Study. Must be flexible, patient and enjoy young children. Times available: Monday through Friday weekday mornings 8 - 10 AM and 3-5 PM. There is transportation to and from the site, but only 3x daily at 8 AM, 12:30 PM, and 5 PM. Otherwise tutors would need own transportation or access a ZipCar.

Number of Current Openings 6

Hours 2.0 to 10.0 hours per week

Base Off-Campus Rate (includes America Reads): $9.50 per hour ($10.50 as of 1/1/16)

Time Frame Academic Year

Start Date September 2015

End Date 5/6/2016

Contact Person Maria Piepergerdes

Email Address maria@sunnysidekids.org

Work Location Sunnyside Childcare, 557 Easthampton Rd., Northampton

Phone Number 727-3665
VINS – Volunteers In Northampton Schools - America Reads/Counts Tutor

Job Description Tutors will work in one of the Northampton schools tutoring and supporting students in literacy and language arts (reading and writing). Working with individual students or in small groups of students grade K-5. Also seeking Math tutors who have a strong interest and proficiency in elementary Math concepts. Contact Marlene Pearson at vinsvolunteer@gmail.com to arrange for an interview.

Job Requirements Must have Federal Work-Study to be paid for their tutoring. Must have an understanding of child development and an interest in working with children. Must be reliable, organized and patient. Tutors can work 1-10 hours per week. Days vary, depending on the school and the academic calendar. Schedule to be arranged for each tutor/school.

Number of Current Openings 10

Hours 1.0 to 10.0 hours per week

Base Off-Campus Rate (includes America Reads): $9.50 per hour ($10.50 as of 1/1/16)

Time Frame Academic Year

Start Date September 2015
End Date 5/6/2016

Contact Person Marlene Pearson

Email Address vinsvolunteer@gmail.com

Work Location One of the Northampton schools – possibly Leeds Elementary, Jackson Street School, Bridge Street School, and others, depending on tutor’s desire and transportation availability.

Phone Number 587-1332