Jubilee Family Development Center Tutor

Description of Position

The Tutor at Jubilee provides tutoring and mentoring to youth at the center. The student worker will build relationships with attendees of the center as well as assist leaders with programs and recreational activities. Hours of Operation are typically between 2:00pm-6:00pm, Monday-Friday.

The student will report to the Liberty University Federal Work Study Coordinator and Jubilee Program Director. Students hired for this position will be employed by the Liberty University Financial Aid Office and located on-site at the center.

Liberty University Financial Aid Office
Student Service Center in Green Hall
1971 University Blvd
Lynchburg, VA 24515

Jubilee Family Development Center
1512 Florida Ave
Lynchburg, VA 24501

Job Responsibilities
- Assist students with homework assignments and serve as a tutor for grades K-12th
- Assist leaders in preparing day to day programs
- Assist with computer work as needed
- Assist with preparing Standard of Learning (SOL) material packets
- Assist leaders with other duties as assigned

Job Qualifications
Minimum:
- Federal Work Study eligibility
- 10 to 20 hours of work availability per week
- Must provide own transportation
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service
Preferred:
- At least a second-year student at Liberty University in good standing (no reprimands or suspensions)
- Cumulative GPA of 2.5 or higher

Pay Rate: $14 per hour

Length of Employment: Immediate start lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the on-site supervisor on an annual basis at the end of the spring semester. Summer employment opportunities are also available.

Any questions regarding this position or Federal Work Study eligibility can email workstudy@liberty.edu. To apply, click here: https://careers.liberty.edu/?job_posting=R0001083.