

Lynchburg Parks & Recreation Community Center Tutor

Description of Position

The Community Center Tutor is responsible for helping youth from central city neighborhoods achieve academic success through tutoring, homework help, snack time, arts and crafts, educational programs, and recreational activities. Youth will spend time completing homework and receive individual tutoring as needed. Hours of Operation are typically between 3:00pm-6:00pm, Monday-Friday.

The student will report to the Liberty University Federal Work Study Coordinator and the Community Center Recreation Specialist. 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

Student Service Center, Green Hall
1971 University Blvd
Lynchburg, VA 24515

Fairview Community Center
3621 Campbell Ave
Lynchburg, VA 24501

Yoder Community Center
109 Jackson St
Lynchburg, VA 24504

Job Responsibilities

- Responsible for learning area set up with needed materials, management of learning area and behavior during homework/tutoring time, and cleanup of area
- Provides homework assistance and one-on-one tutoring for youth participating in the After School Program
- Plans and implements informal learning experiences, prepares educational materials, and builds incentive programs to aid academic success
- Serves as a mentor; provides positive role model for youth; uses teachable moments
- Monitors use of computers and utilizes computers as a teaching tool
- Assists staff with activities, recreation programming, and events
- Completes projects assigned by supervisor and assists staff with other duties as needed

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.