



Job Title:

Dream Chasers Tutor as part of Bob Sanders Chasing Dreams Foundation

Job Description:

Bob Sanders Chasing Dreams Foundation is seeking responsible and reliable tutors to work with students that have been selected to participate in the Dream Chasers program at Crispus Attucks Medical Magnet High School. For the 2009-2010 school year, there will be 21 eighth grade students participating in the program. The Dream Chasers are required to attend a minimum of one day of tutoring per week. Tutors will be given direction from the Chasing Dreams Foundation Program Coordinator or Steve Douglas, Vice Principal of Crispus Attucks as it relates to the Dream Chasers.

Essential Duties and Responsibilities:

As a Dream Chasers Tutor, you will be responsible for the following:

- Taking accurate attendance as Dream Chasers are required to attend tutoring at least one time per week
- Tutoring individual eighth grade students in the areas of math, science, social studies, language arts, etc.
- Tutoring students as a group when appropriate (i.e. all are working on the same assignment)
- Monitoring the actions and safety of students while attending tutoring, including ensuring each Dream Chaser safely boards the bus home at 5:15 pm
- Support students in completing assigned projects, make up homework, tests/quizzes and general homework assignments
- Helping students with basic questions, needs and procedures
- Maintaining Dream Chasers Room facilities, supplies and equipment
- Completing a daily log of tutoring activities performed
- Providing reports on any issues, problems and/or situations needing to be addressed by program or school staff
- Serve as a positive role model/example to students with actions, words and general demeanor
- All other duties as assigned

Monthly Activities/Special Field Trips:

As part of the Dream Chasers program, students will participate in monthly activities. Often times, these activities will take place off school grounds and occasionally on the weekends. Dream Chasers Tutors will be expected to volunteer their time a minimum of one (1) time annually to serve as chaperones for activities as their schedules permit. Past activities have included: Colts games, theater performances, trip to the Indianapolis Zoo, etc.

Available Positions:

Currently, we are seeking four (4) total tutors to serve in pairs on each of two available tutoring days per week. Two (2) of the tutors must have expertise in the areas of math and science. NOTE: If you are interested/available to work on both tutoring days, please indicate that with application.

Hours of Operation:

Tuesdays and Wednesdays

2:45 pm—5:15 pm

(Minimum: 2.5 hours per week; Maximum: 5 hours per week)

Dress Code:

Tutors should be prepared to dress in business casual attire while on-duty as a tutor. Dream Chasers tutors will be provided with a Bob Sanders Chasing Dreams Foundation collared shirt that should be worn at all tutoring sessions and a Foundation t-shirt that must be worn at Foundation activities unless otherwise directed.

Qualifications:

To perform this job successfully, an individual must possess and demonstrate acceptable communication skills inclusive of reading, writing and language. Those with additional expertise and proven academic success in the subject areas of math and science are preferred. Must be able to effectively acquire and present information. Must demonstrate the ability to communicate effectively in small groups and one-on-one situations. Ability to traverse the grounds is essential. Individuals must be able to negotiate all levels of the building with the assistance of reasonable accommodations if necessary.

Special Note(s):

Each Dream Chasers Tutor will be required to submit to a criminal background check before employment is confirmed.

Job Duration:

Beginning Tuesday, October 6, 2009 thru Wednesday, April 28, 2009

*Tutoring sessions take place on Tuesday and Wednesday weekly (2.5 hours each session)

Salary:

\$10/hour

*Compensation will be funded through a grant from Bob Sanders Chasing Dreams Foundation to Crispus Attucks Medical Magnet High School

Please submit resume and cover letter to:

Jessica Castellanos

Program Coordinator

Bob Sanders Chasing Dreams Foundation

Jessica@bobsandersfoundation.org

317-450-2456