



Job Title:	English/Literacy Tutor	Job Category:	Youth Development
Department/Group:	Boxwood Learning Center	Travel Required:	Yes
Location:	Roselle, New Jersey	Position Type:	Part-time, Employee
Level/Salary Range:	Entry Level, \$15 - \$25 per hour	Date posted:	April 2018
HR Contact:	Marie Thelusma-Chase	Posting Expires:	
Will Train Applicant(s):	Yes	External posting URL:	http://blearningcenter.org/about-us/employment-opportunities/
Applications Accepted By:			
FAX OR E-MAIL: (866)-861-6379 or mthelusma@boxwood.us Subject Line: Attention: HR Department RE: English/Literacy Tutor Position		MAIL: Marie Thelusma-Chase Boxwood Learning Center 115 West 2 nd Avenue Roselle, New Jersey 07203	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>The Boxwood Learning Center is a new tutoring and youth development center that equips youth with the tools necessary to accomplish their life goals and fulfill their life purpose. Tutors are high energy, and self-motivated individuals who lend to the growth of the Center. English/Literacy Tutors:</p> <ul style="list-style-type: none"> • Follow appropriate training and lead small group activities • Maintain a clean and orderly environment, and model and maintain high ethical standards • Deliver Literacy Curriculum as specified • Assist students in writing activities and reading comprehension exercises • Maintain an accurate attendance record for students • Participate in training programs offered to increase skill and proficiency • Follow the Center’s attendance, punctuality, proper dress codes, and confidentiality agreements <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Bachelor’s Degree in English, Journalism, Communications, or a related field • Previous experience working with youth • Must meet background clearance requirements as specified by the State of New Jersey <p>PREFERRED SKILLS</p> <ul style="list-style-type: none"> • Ability to relate to and work with young adults • Effective oral and written communication skills • Strong ability to instruct in basic English • Creativity 			