



Job Title:	Math 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: Tutor Position

MAIL:

Marie Thelusma-Chase
Boxwood Learning Center
115 West 2nd Avenue
Roselle, New Jersey 07203

Job Description

ROLE AND RESPONSIBILITIES

The Boxwood Learning Center is a 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. Math Tutors:

- Provide tutoring services for students in the following Math courses: Algebra I & II, Geometry, Pre-Calculus, Physics, and Calculus
- Maintain a clean and orderly environment, and model and maintain high ethical standards
- 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
- Provide own transportation to off-site locations

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's Degree (or working towards one) in a Math related field
- Previous experience working with youth
- Must meet background clearance requirements as specified by the State of New Jersey

PREFERRED SKILLS

- Ability to relate to and work with young adults
- The ability to tutor additional courses is a plus.
- Must be available to tutor after school; hours are flexible