

# Tutor/Mentor Application Packet

Thank you for your interest in working with the WAIT (Working Actively Intentionally Together) Phoenix Program. This application packet includes a job description stating the requirements for the position of Tutor/Mentor and forms which must be completed and submitted before an applicant can be considered. Interested applicants will be selected as Tutor/Mentors based upon their qualifications and availability. Individuals hired for the position will participate in relevant training sessions throughout the course of their employment, adding to their tutoring, mentoring and academic coaching skills.

### Program Description of WAIT’s Phoenix Program

WAIT’s Phoenix program identifies and assists students in grades K-12. The purpose of this project will be to offer an after-school youth and parent education program. The youth program will focus on individual growth, teamwork, healthy lifestyles, and fun in a safe environment. We provide activities in the following areas: tutoring, homework assistance, academic enrichment, recreation as well as fun and exploratory field trips.

### Application Process

1. Carefully read the Position Description.

### Complete the Tutor/Mentor Application and submit a resume

1. You may return your completed application materials by mail to: 5103 West Pierson Rd, Flint MI, 48504 or fax them to 810-391-2968

After all application materials are reviewed, applicants who are selected to be interviewed will be contacted via email. Interviews will be held at the WAIT Office or New Community Baptist Church @1375 Lavender Ave, Flint MI, 48504. Please feel free to contact Joseph Laird, Director, by email ([jlaird@learningdreamsllc.com](mailto:jlaird@learningdreamsllc.com)) with any questions or concerns.

# WAIT’s Phoenix Community Program

Position Description

**Position Title:** WAIT PHOENIX Mentor/Tutor

**Wage:** from $10 up to $ 25 per hour

**Hourly Requirement:** Up to 9 hours per week

## Description: WAIT’s Phoenix program identifies and assists students in grades K-12. The purpose of this project will be to offer an after-school youth and parent education program. The youth program will focus on individual growth, teamwork, healthy lifestyles, and fun in a safe environment. We provide activities in the following areas: tutoring, homework assistance, academic enrichment, recreation as well as fun and exploratory field trips.

## Responsibilities: The Phoenix program identifies and assists students in grades K-12. Each mentor/tutor or volunteer will be assigned five (5) youth to work with. The students that attend the Phoenix afterschool program will build relationships with responsible, mentors and tutors. These mentors and tutors will assist the youth with resources when they have questions or problems about schoolwork, friendships, life, and their future. Mentor and mentees will eat dinner together at the end of each session. The mentoring block will run from 6:00 pm to 7:00 pm.

**Academic Advising**: Tutor/Mentors will be assigned to work with certain students individually and/or in groups. They will provide academic advising and support (including tutoring/mentoring) to their assigned students and encourage active participation in the program. In addition, the Tutor/Mentors work will include helping students academically, socially, mentally, and physically. They will also link students with academic and social support systems that are available (counselors, social workers, nurses, etc.) as well as locating other resources.

**Small Group Work**: Tutor/Mentors will conduct small group workshops with their advisees. Workshops topics include goal settings, time management, literacy, developing positive peer relationships, problem solving, decision making, and communication skills.

**Working with administration**: Tutor/Mentors will participate in regularly scheduled team meetings with the Project Director/Educational Coordinator to discuss student’s overall progress. The reports will include the student’s current academic status, academic progress plan, academic goals, challenges faced, and progress made.

**Assistance with Field Trips:** When appropriate, Tutors/Mentors should be available to assist the Phoenix Program efforts by chaperoning work site visits, college fairs, and/or program related field trips.

Interested applicants should submit a resume, transcripts, and application to Project Director in the information provided below by email ([jlaird@learningdreamsllc.com](mailto:jlaird@learningdreamsllc.com)) with any questions or concerns.

**Qualifications and Skills:**

* + Available during the during program hours
  + Provide own transportation to the worksite
  + Excellent interpersonal and communication skills
  + Works cooperatively with a diverse group of students, staff, and faculty
  + Enjoy serving others



Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Why do you want to be a tutor/mentor?
2. What subject(s) are you interested in tutoring?
3. List your experience relevant to the subject(s) you are interested in tutoring.
4. What do you consider to be the qualities of an effective tutor?
5. Some students participating in the Phoenix Program are low income, first generation potential college students and/or have a disability. Discuss any commonalities that you may have with this population.
6. Have you ever tutored a program before?
   * Yes, Which program, where and when:
   * No
7. List any previous tutor/teaching experience, whether paid or volunteer below:

***Dates Position/Title Subject(s) Grade Level***

1. Please list the days/times below that you are *available* to tutor:

|  |  |
| --- | --- |
| **Availability on:** | **Between 12 pm. – 7 p.m.** |
| **Fridays** |  |
| **Saturday** |  |

1. List three references who can attest to your academic ability and character (include at least one faculty reference):

*Name Employment Phone*

1)

2)

3)

***I understand that the administration of the PHOENIX Program will need to review my resume and contact my references to verify the accuracy of the information I have provided.***

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Thank you for your interest in working with the Phoenix Program.***