



## The Fulton Family YMCA Job Description

Job Title: Tutor

Reports To: Family Director

Incumbent:

Work Location: Fulton Family YMCA

FLSA: Non-exempt – Part-time

Work Schedule: 4 hours/week for academic and 6 hours/week for SAT/ACT, if clientele permits.

---

### General Functions:

Under the direction of the Family Director, the tutor will ensure that the YMCA meets the needs of its members in the safest and most enjoyable atmosphere. They are responsible for planning and executing instructional plans for all assigned clients. The Tutor communicates and creates collaborative relationships with students, parents/guardians, and other significant Tutors. The Tutor accepts, demonstrates, and teaches the YMCA core values of caring, honesty, respect and responsibility.

**YMCA Family Department Quality Service Theme:** By acting as role models and building lasting relationships, we make a positive difference in families' lives.

### Essential Duties and Responsibilities:

The essential functions of this position include, but are not limited to the following:

- Assess students using formal and informal instructional strategies.
- Create and implement instructional plans to assist students in reaching their academic goals.
- Build a positive line of communication with parents and teachers to ensure that the student's needs are identified and met.
- Communicate guidelines, strategies, goals and progress of instructional time with parents/guardians.
- Report to and update the Family Director with goals, strategies, and progress as requested.
- Responsible for completing any administrative tasks related to the instructional position.
- Work to develop positive relationships with parents, students and other significant Tutors.
- Create an environment of interest, confidence, and support within which students can grow.
- Ensure the instructional environment follows the guidelines established in the CAP training.
- Actively pursue training, learning opportunities, and certifications relating to the position; maintain current certifications required by the position.
- Other duties as assigned by Family Director.

### Experience and Education:

- Bachelor's degree, in depth knowledge of subject area, and experience working with students to achieve academic goals. Must have knowledge and experience working in the Common Core Curriculum.
- NYS Teaching certification
- Minimum of two-years of experience working to help students achieve academic goals.

### Qualifications:

- Excellent communication (both verbal and written) and interpersonal skills are critical to the success of this position.
- Ability to be innovative, adaptive, and resourceful in creating instructional plans.
- Possess knowledge of resources for a variety of instructional methods.
- Brings to this position maturity, responsibility, and a sincere interest in working with students.
- Possesses ability to work independently and to be self-motivating.
- Possess a general knowledge and understanding of the YMCA, its goals, and its mission.
- Ability to observe confidentiality.
- Possess intermediate computer skills such as Microsoft office, Excel, and Publisher, email, etc.
- Able to work a flexible work schedule to include evenings and weekends.
- Must be at least 21 years old.

**Trainings & Certifications:**

- Must complete online Bloodborne Pathogens, Youth Protection and Employee Safety training prior to initial assignment to position
- Must hold CPR, AED, and First Aid (may be required at some branches) certifications or successfully complete no later than 30-days after employment begins.

**Core Competencies:**

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

**Effect on End Results:**

This position strongly impacts the effectiveness with which the YMCA accomplishes its mission. The YMCA Tutor is committed to promote an environment that teaches values, is healthy and safe, and provides an opportunity for positive growing experiences:

1. Strong relationships with parents, students, and other significant Tutors.
2. The Tutor has developed and implemented effective and appropriate instructional plans.

**Physical Demands:**

Ability to frequently sit, use his/her hands and fingers, stand, walk, reach, balance, stoop, crouch, kneel and climb. Ability to lift and/or carry and move up to 35 pounds (occasionally this could be more). Specific vision abilities required: close, color, distance, peripheral, depth perception and ability to adjust focus.

**Work Environment:**

Work is normally performed in a typical office environment. At times, the employee may be required to travel and exposed to prevailing weather conditions. The noise level in the work environment is usually moderate.

**Americans with Disabilities Specifications:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acceptance and Acknowledgement Sign off:**

This position description is not a contract. The Fulton Family YMCA reserves the right to change this position description as necessary. The employee is expected to adhere to all association policies and to act as a role model in the adherence to association policies.

I have read and understand the position description, expected work schedule and rate of compensation and I accept this position.

\_\_\_\_\_  
Incumbent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date