** ACADEMIC TUTORS updated 10/26/2018**

 **Job Title:** Math and ELA Academic Tutors

 **Grade levels available:** K-8th grade

 **Classification:** Volunteer

 **Reports to:** OST Manager and Site Coordinator

 **Compensation:** Various Incentives (see below)

 **Dates:**  Oct 29 2018- June 13 2019

 **Schedule**: Mondays-Thursdays | 2:40-4:10PM

 (No OST first Monday of the month and early dismissal days)

**Schools:** John Ruhrah: 6820 Fait Ave, Baltimore, MD 21224

Tench Tilghman: 600 N Patterson Park, Baltimore, MD 21205

**Overview**: Creative Alliance provides academic, artistic and cultural enrichment to students in K-8th grade at Tench Tilghman Elementary/Middle School and at John Ruhrah Elementary/Middle School as part of our Creative Alliance After School Program. Students receive homework help, exercise, snack, academic tutoring, and multicultural art enrichments followed by supper. Students are expected to have 90% attendance and follow Creative Alliance After School Policies and Expectations. Parents and guardians attend Family Orientations and provide six hours of volunteer service to support the program’s success. We partner with various organizations and teaching artists to provide arts enrichment activities including visual arts, theater, African drumming, dance, percussive music, ceramics, Mexican arts, cooking and boxing. Our academic enrichment is led by certified BCPS teachers at Tench Tilghman and John Ruhrah, focused on improving math and language arts study skills, knowledge and performance.

**RESPONSIBILITIES**

Academic Tutor supports Creative Alliance After School program goals, policies, schedule and behavior policies.

* Promote the mission of Creative Alliance and goals of After School program
* Tutor 30 minutes of homework help from 2:40-3:10PM
* Work with Lead Academic teacher to support extended learning curriculum for one grade level to at max 20 students from 3:10-4:10PM:
	+ English Language Arts Mondays & Wednesdays
	+ Math on Tuesdays and Thursdays
* Assist with daily student assessments as “exit tickets” for academics daily
* Report all concerns regarding youth performance

**Requirements:**

* Enthusiasm for Creative Alliance’s mission, programs, and workshops
* Submit to and pass a background check
* Effective communication with Creative Alliance staff

**VOLUNTEER INCENTIVES:**

* After 10 volunteer hours: Complimentary solo membership for one year
* Letters of recommendation from Creative Alliance supervisor
* Experience working in community arts and education non-profit
* Invited to annual volunteer appreciation event
* Complimentary tickets to performances and screenings
	+ 4 hours: A ticket to the screening of your choice
	+ 8 hours: A ticket to a performance of your choice
	+ 12 hours: A ticket for you and a guest to the screening of your choice
	+ 16 hours: A ticket for you and a guest to a performance of your choice

**How to Apply:** Email resume and interest letter with preference for grade level with two references to Ms. Aldana, Education Director: maria@creativealliance.org

*As an inclusive community that works toward being an anti-racist organization, Creative Alliance encourages applicants of all ages, races, classes, gender identities, sexual orientations, religions, and physical abilities.*