

DETAILED JOB DESCRIPTION

S.T.E.P. Tutor

ORGANIZATION: Northwest Youth & Family Services

CATEGORY: Academic Achievement

ORGANIZATION SUMMARY:

NYFS is a non-profit social service agency working for the northern suburbs since 1976. Each year over 4,000 individuals and families are helped by our programs. Our services include employment programs for at-risk youth, mental health counseling for all ages, senior chore services, community social workers, juvenile delinquency intervention, summer camp and a day treatment program for youth.

SUPERVISOR: Tim Gusk

LOCATION: Twin Cities Metro

HOURS PER WEEK: 2-4 **DEADLINE:** Open Until Filled

PRIMARY DUTIES AND RESPONSIBILITIES:

This position involves work in the following areas:

- Tutor Middle School students at least once a week, early morning at 7:00 a.m. for 45 minutes or 2:30-4:00 p.m.
- Work with our AmeriCorps STEP program coordinator to co-lead activities or community service projects.
- Assist school or agency staff with specific, individualized goals.
- Attend agency orientation and bi-monthly trainings.

EXPERIENCE AND QUALIFICATION REQUIREMENTS:

Self-motivated and able to work with small groups and independently. Excellent interpersonal, written and computer skills are needed. The candidate should have two years of experience working directly with youth and preferably candidates will be currently pursuing a degree or will have already obtained a degree. College credit is available depending on the requirements of your college or university.

HOW TO APPLY:

Interested applicants should send a cover letter and resume via email or mail to Northwest Youth & Family Services
Attn: Tim Gusk
3490 Lexington Ave. North
Shoreview, MN 55126
tim@nyfs.org