

City of San José
Volunteer San José

VOLUNTEER JOB DESCRIPTION

Job Title: Math and English Tutor for 5th Graders

Location/Address/Phone #/Contact of volunteer work:

Asian American Center for Santa Clara County,
1735 North First St., Ste. 255

Eury Ramos, (408) 533-2457

Days/Time and Hours/Time Duration:

June 13-July 23 (six weeks)
Monday-Friday – 9-12

Job Description:

The summer program is to help students with their English and Math. The instructor needs assistance in set up, administrative duties, assist students with math and reading exercises and assist with clean up

Duties and Responsibilities:

- Assist students with English and Math curriculum for 5th graders;
- Greet participants and parents,
- Take roll call;
- Assist participants with individual exercises that will help them with their academics

Qualifications:

- 2-3 years of experience helping students with their academics;
- 2-3 years of working with students 8-12 years old

Minimum Age Requirement: 18 years old

Other Requirements:

- Must be able to attend all 6 weeks of program
- Able to work with bilingual students (Spanish) if possible

Comments/Other: