

# Family Service Society, Inc.

*Planting the Seeds for a Better Tomorrow*

## Vacancy Announcement

<b>Title: LEAPS Program Tutor (Part-Time) 8 Hours/Week</b> (Campbell-Savona Elementary School LEAPS After School Program)	
<b>Department:</b> Youth Services	<b>Status:</b> Non-Exempt
<b>Responsible To:</b> LEAPS Program Coordinator	<b>Hourly Rate:</b> \$17.00/hour - \$18.00/hour

### **Position Summary:**

We are currently seeking a tutor for the LEAPS After School Program at the Campbell Savona Elementary School. The ideal candidate will ensure a welcoming atmosphere for the delivery of education-based activities and services provided after school at the Youth Center. The tutor provides direct supervision for youth engaged in homework after school by developing a rapport with the youth, fostering a safe, comfortable and trusting environment. Collaboration with other LEAPS staff to develop a plan to deliver homework assistance to youth at the LEAPS program. The tutor will document youth participation in after school homework help. The Tutor must be able to build positive relationships with school personnel, parents, and community partners. The Tutor provides supervision to youth participating in the program. The Tutor is responsible for daily documentation of attendance and activities. The successful candidate will identify and align with the agency's mission and values (listed below) in order to improve the well-being of youth in our community.

### **Agency Culture for Youth Services Employees:**

The Tutor is provided with regular supervision and daily support from the Program Coordinator. Additionally, the Tutor collaborates with the Program Coordinator to enhance programming for youth. Training to provide direct care services and supervisory skill growth is provided. (ie. CPR/First Aid, Youth Mental Health First Aid/Mandated Reporting, and OCFS required childcare trainings). Tutors will also receive staff development to further their skillset and knowledge base.

### **Agency Culture for Youth:**

Family Service Society, Inc. seeks to maintain and build a supportive and collaborative environment throughout the LEAPS Program, as a youth-friendly environment is vital for youth to feel comfortable and safe. The LEAPS Tutor is encouraged to maintain a fun, friendly, and engaging environment.

### **Education and Experience Requirements:**

A Bachelor's Degree in education or educational field preferred, an Associate's Degree with teaching experience or teaching assistant experience will also be accepted. Strong written and verbal communication skills and ability to act as a positive role model in supporting youth education needs. Ability to work regularly scheduled program hours at the LEAPS Program from approximately 2:45 PM until 3:45 PM Monday through Friday, with one 2-hour shift from 2:45 PM – 4:45 PM.

### **Employment Opportunity Policy:**

Family Service Society, Inc. is committed to providing a nondiscriminatory employment environment for its employees. The policy of Family Service Society, Inc. is to fully comply with applicable federal, state, and

local laws, rules, and regulations in the area of nondiscrimination in employment. Discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), sexual orientation, gender identity, gender national origin, disability, age, genetic information, gender expression, military, and veteran status is prohibited.

**Employee Benefits:**

Family Service Society, Inc offers benefit options to help you maintain overall health and well-being.:

- Employee Assistance Program
- New York State Sick Leave
- Staff Recognition Program
- Paid Holidays
- Professional Development

**Contact Information:**

Please complete the online application form and/or attach a cover letter and resume. Alternatively, candidates can email or mail a cover letter and resume to the contact person below. Applications will be accepted until the position is filled.

**Family Service Society, Inc.**  
**[charlanowe@familyservicesociety.org](mailto:charlanowe@familyservicesociety.org)**  
**280 Princeton Ave Ext.**  
**Corning, NY 14830**

**Our Mission Statement:**

Family Service Society, Inc. provides professional counseling and community services that empower individuals and families to deal more effectively with their challenges, enhancing the quality of their lives.

**Our Values:** Empowerment, Integrity, Excellence, Respect, Compassion, and Transparency

