

Learning and Exploring at Play (LEAP) – Tutor

Job Description

This student employment position is offered through the Center for Community Engagement (CCE), which is part of the office of the Dean of Students in the undergraduate College at the University of Rochester. The mission of the CCE is to foster collaborative leadership among students, faculty, staff and community partners to discover transformative solutions and create equitable social change in the Rochester community and beyond. LEAP tutors will report to their Team Leaders, but ultimately to the Community Graduate Assistant and Program Manager.

LEAP engages undergraduate students in helping kindergarten through fourth grade students develop the language, literacy, math and social skills necessary to succeed in school. Tutors are paired individually with a partner child for the duration of the academic year, and spend time each Saturday working with their partner to develop these skills. While participating in LEAP, tutors are encouraged to develop teaching and leadership skills, new perspectives on education, awareness and interest in the Rochester community, and additional insight into their own paths and values. Tutors complete extensive training throughout the year to help facilitate these goals.

Total weekly time commitment: ~8-9 hours

Compensation: \$12.50/hour

Essential Duties, Tasks and Responsibilities -

- **Session Time:** Tutors must commit to working with their partner child(ren) on Saturdays from 9AM-1PM in LeChase Hall throughout the academic year (no sessions during UR holidays/breaks)
- **Team Planning Meetings (TPMs):** Tutors must attend TPMs for 2 hours each week. During these meetings, team leaders and tutors plan content for Saturday Session Time.
- **Training:** Tutors must attend initial trainings and monthly staff development sessions, as well as participate in a community engaged learning course about K-12 tutoring—**CAS 112: (Wednesdays, 7:30-8:45pm)**
- **Individual Planning/Resource Creation:** Tutors are responsible for preparing for session and creating resources for Saturday Session Time. Additional individual responsibilities include writing weekly reflections, tracking class to the child(ren)'s families and maintaining a portfolio on your partner child(ren)'s progress throughout the year.
- **Classroom/Community Assistance Time (CAT):** Tutors will participate in CAT for 2-3 hours each week assisting teachers in a local public school. CAT time is a year-long commitment.

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Required Qualifications:

- A federal work study award is **REQUIRED** for this job
- Previous experience working with children
- Comfort working on teams and in a collaborative environment
- Strong communication skills: both written and verbal
- Conduct oneself in a professional manner
- Excellent interpersonal skills

Please be aware that all tutors participating in LEAP must complete background checks upon being hired. This process must be repeated every 3 years regardless of whether you have submitted a background check in the past. If you have any questions or concerns about this, please email Mary Beth Spinelli at marybeth.spinelli@rochester.edu.