

Native American Community Services of Erie & Niagara Counties, Inc.  
1005 Grant Street, Buffalo, NY 14207  
(716) 874-4460

## POSITION AVAILABLE

Equal Opportunity Employer

**Posting Date:** September 2017  
**Position:** TUTOR (NACS After-School Program)  
**Type:** Hourly / Non-exempt / Casual (as-needed)  
**Salary:** \$12.00 hourly

**Summary:** *The NACS After-School Program provides a high quality after-school Program focusing on academic enrichment, positive youth development, and family engagement. Children (grades K through 4) and their families will have opportunities to become involved in culturally relevant activities focusing on academic achievement, experiential learning, health and fitness, as well personal skills enrichment. It is the Program's mission to encourage life-long learning.*

PASS (Positive Action Sustains Success) K-4

### Duties / Tasks

- |   |   |
|---|---|
| ☞ Follow Common Core                              | ☞ Be a positive role model                            |
| ☞ Work closely w / teachers delivering objectives | ☞ Enthusiastically encourage an optimistic atmosphere |
| ☞ Assist w/ supervision of students               | ☞ Ensure contract compliance                          |
| ☞ Display leadership                              | ☞ Complete any paperwork and reports on time          |
| ☞ Be an active participant in all projects        |   |
| ☞ Promote safety at all times                     |   |

### \*Qualifications:

- |  |  |
|--|--|
| • High-school grad   | • Effective problem solving, organizational, time management, oral, & written communication skills         |
| • Bi-lingual +   | • Capable of lifting at least 25 lbs.  |
| • CPR and First Aid training certificate(s)                                | • Clean valid NYS driver's license w/ own transportation and auto liability insurance coverage of 100/300k |
| • Experience working w/ at-risk and academically challenged youth +        | • Acceptable outcome of background investigations  |
| • Knowledge of the local Native American, immigrant, & refugee communities | • Able to successfully perform in a tobacco-free environment   |
| • Commitment to performance  | • *All hires at the discretion of the Executive Director   |
| • Outgoing, upbeat, get things done; can-do attitude                       |  |
| • Solid interpersonal skills   |  |
| • Computer & social media savvy  |  |

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### For Consideration (REQUIRED):

Send Cover AND Resume

**Email (only):** [ccaelder@nacswny.org](mailto:ccaelder@nacswny.org)

**Subject:** TUTOR

**Closing Date:** ongoing