Learning and Exploring at Play (LEAP) – Tutor

Job Description

This student employment position is offered through the Rochester Center for Community Leadership (RCCL), which is part of the office of the Dean of Students in the undergraduate College at the University of Rochester. The mission of the RCCL is to educate students to become engaged citizens and leaders capable of creating positive social change in their communities. The LEAP Session/CAT Coordinator will report to the Community Service Graduate Assistant and the LEAP Coordinator.

LEAP engages undergraduate students in helping kindergarten through third 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: 10-12 hours
Compensation: $9.00/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)
- **Classroom/Community Assistance Time (CAT):** Tutors must participate in CAT for two hours each week
- **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 as well as additional training throughout the academic year.
- **Individual Planning/Resource Creation:** Tutors are responsible for preparing for session and creating resources for Saturday Session Time. Additional individual responsibilities include regular reflection and maintaining a portfolio on your partner child(ren)’s progress throughout the year.

Required Qualifications:

- Desire to work 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 prior to being hired. This process must be repeated every year regardless whether you have submitted a background check in the past. If you have any questions or concerns about this, please email Catherine Lewis at catherine.lewis@rochester.edu.