

The Tacoma Rescue Mission is: a Christian faith-based nonprofit organization; Drug/Alcohol free workplace; EOE. Pay DOE. For more information visit our web site at <https://www.trm.org>

We are currently seeking a part time Tutor.

Please send resume and questions to Katie Whitman at katiew@trm.org

Job purpose

Supports clients in basic and life skills, and GED preparation; coordinates learning activities and supports instructors.

Qualifications

- Bachelor's degree or in final year of degree program and still in school, required
- Experience tutoring and teaching in secondary or adult education
- Tutor diverse demographic of adult learners with various learning experiences and backgrounds
- Computer literate with knowledge of a variety of software programs including Word, Excel and Access
- Proficient computer keyboarding skills
- Effective written, verbal and electronic communication skills
- Excellent reading, writing, math and grammar skills at college level
- Good classroom management skills
- Ability to work independently or with little supervision
- Ability to multi-task
- Effective listening skills and problem solving techniques
- Ability to work as a member of a team inspiring trust and speaking truth
- Job specific qualifications: Valid WDL, good driving record, proof of insurance

Duties and responsibilities

Culture Work

- Establish professional, caring, strengths-based relationships built on truth, respect, encouragement and trust.
- Maintain a high level of integrity in modeling and promoting the Mission's core values and culture standards.

Team Work

- Work as a member of the educational team to:
 - help establish department strategies, budgets, policies and priorities
 - advise the Education Director in matters related to education delivery
 - help solve organizational challenges
 - proactively assist as necessary in the overall success of the Mission

Direct Work

- Create a non-threatening learning environment.
- Assure completion of CLS learning packets and initial appraisal testing.
- Assess, instruct, guide, facilitate and reassess student learning.
- Conduct CASAS testing per schedule determined by state guidelines.
- Tutor small groups in relevant subjects.
- Develop and improve personal skills (subject area, techniques, etc.) for the benefit of students.
- Maintain records of student attendance, daily work, grades, progress and achievements, needs, goals on a daily basis.
- Enter CASAS testing and attendance data in WABERS monthly and submits reports monthly to the Education Director.
- Attend meetings and trainings, both on and off site as scheduled by the Education Director.
- Organize and maintain learning center materials at assigned campuses.
- Set up and secure CLC computers and equipment at assigned campuses.
- Perform other duties as requested by the Education Director.

Working conditions

Classroom setting; computer data entry, keyboarding and record keeping; work with “at risk,” “hard to serve” students from various learning experiences and backgrounds; some travel.

Physical requirements

Speak, listen, sit, stand, walk; some light lifting, computer keyboarding, some travel