

Iowa Tribe of Oklahoma

Vacancy Announcement

Position: Mentor/Tutor - Part Time
Position Number: 4507
Pay Grade: H3
Department: Education
Location: Complex
Issuing Date: December 10, 2009
Closing Date: Until Filled



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Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

Summary of Responsibilities: Mentor/Tutor works under the direction of the immediate supervision of the Tribal Youth Program Coordinator.

Essential Duties and Responsibilities:

Includes the following: other duties may be assigned

1. Meet with Mentee(s) weekly .
2. Mentor, tutor, assist youth with educational needs, positive role model.
3. Carefully listen to Mentee(s) and offer encouragement and support.
4. Provide positive feedback.
5. Keep notes on tutoring sessions and Mentee(s) progress.
6. Notify coordinator if any problems arise or when tutoring sessions terminate.
7. Provide oral and written reports as required by coordinator.
8. Participate in-group activities as a mentor/tutor.
9. Plan activities with coordinator and youth. .
10. Accompany youth on fieldtrips outside of program and chaperone small groups.
11. Work with youth ranging from ages 5-17.
12. Mentors/Tutors must not only serve as role models, but be able to provide sound advice and accurate information on issues ranging from schoolwork to family relationship to peer pressure.

Qualifications:

The applicant must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

- Respectful, knowledgeable and have an understanding of Tribal culture, customs, beliefs, values, social systems, and structure of Indian families.
- Good moral character with documentation of OSBI clearance.
- Must demonstrate good judgment and patience.
- Must be flexible and adaptable.
- Must bring a sense of fun and enjoyment to their work.
- Must have the capacity for reflection about themselves and their work.
- Willing to respond to youth needs in a realistic and nonjudgmental way

Applicants that apply will be judged on maturity, grades and dependability due to the importance and responsibilities of their job duties.

Education and/or Experience:

Must be a college student

CONDITIONS OF EMPLOYMENT The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test and possess a valid driver's license. Additionally, selected individual must be bondable and able to pass background check.

