

Iowa Tribe of Oklahoma  
Vacancy Announcement

Position: Head Mentor Tutor

Position Number: 4481

Locations: Perkins, OK

Issuing Date: September 28,  
2009

Closing Date: Until Filled



**Mailing Address:**

RR 1 Box 721  
Perkins, OK 74059

Fax: (405)547-1092  
jobs@iowanation.org

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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.

**POSITION SUMMARY:** Head Mentor/Tutor works under the direction of the Director of Human Services and immediate supervision of the Tribal Youth Program Coordinator to provide mentoring and tutoring services to tribal youth ages 5-17.

**DUTIES AND RESPONSIBILITIES:**

1. Assists with transportation during TYP activities
2. Maintains mentee program records
3. Monitors academic progress and attendance of participants
4. Maintains excellent communication with all mentor/tutors
5. Collects and disseminates Mentor/tutor logs
6. Assists TYP Coordinator with planning of TYP activities
7. Types, sorts, organizes, maintains order and general communication (phone calls, letter writing, emailing)
8. Files, photocopies, runs errands as directed by the program coordinator
9. Assists with mentoring/tutoring as needed
10. Assists with mentee recruitment
11. Leads a team of 3-4 mentor/tutors in providing assistance to youth
12. Motivates youth ranging from ages 5-17 to pursue higher education
13. Assists with the analyzing youth grade reports to determine academic strengths and areas in need of improvement and determine GPA as a whole
14. Assists with Risk Factor Identification Resource Assessment
15. Assists with Risk Factor Workshops
16. Attends Staff meetings
17. Attends TYP Advisory Committee Meetings

**QUALIFICATIONS AND REQUIREMENTS:**

- High school diploma or equivalent is required. Some college preferred.
- Previous mentoring/tutoring experience or experience with Native American youth is desirable
- Ability to initiate, organize, and set priorities for multiple assignments while working independent and as part of a team

- Interest in education issues desired
- Must demonstrate good judgment and patience.
- Must be flexible and adaptable.
- Must bring a sense of fun and enjoyment to their work.
- Applicant must pass an OSBI background check

**CONDITION OF EMPLOYMENT:**

Must have valid Oklahoma Driver's license and be insurable by the Tribe's provider.

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test.