

Tutoring Coordinator – Part Time
Rosa Parks Youth Program, Capuchin Soup Kitchen
The Province of St. Joseph of the Capuchin Order

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

The Tutoring Coordinator will support participants in their education goals by working with staff, families and schools. This part time position (approximately 25 hours per week) will also support the Rosa Parks Youth Program staff by helping with SAT prep, field trips and summer camp programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Develop, implement and assess relatable lesson plans, goals and objectives for participants in tutoring program
- Establish and maintain relationships with participant families and corresponding schools
- Organize and manage SAT prep classes for eligible participants
- Motivate participants in enhancing academic skills
- Help organize and participate in summer camps
- Be available to assist in Rosa Park’s activities and programs
- Monitor students during field trips
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: Bachelor Degree in education or similar field, 2 years of experience in a classroom setting, ability to complete Archdiocese of Detroit’s “Protecting God’s Children” training program within 3 months of hire; ability to work afternoons, some weekends and travel locally, effective Microsoft Office and data entry skills, knowledge of social and economic variables that may affect youth, ability to relate effectively to youth of all ages in an urban setting.

Interested candidates can apply by submitting letter of interest and resume to employment@thecapuchins.org. Include Tutoring Coordinator in subject line.

Review of resumes will begin immediately