



BOYS & GIRLS
C O U N T R Y
A Home for Children

JOB DESCRIPTION

Position: Tutor
Department: Program
Reports to: Michaellea Fuentes, Director of Education

Organization

Boys and Girls Country's mission is to change the lives of children from families in crisis by loving and nurturing them in a Christian home, raising them to become self-sustaining and contributing adults. Boys and Girls Country provides a loving, stable, Christian home for children whose family cannot care for them.

Boys and Girls Country serves up to 88 boys and girls ages five to eighteen and 14-20 young adults in our College and Career program. Boys and Girls Country is located 35 miles northwest of Houston (www.boysandgirlscountry.org).

Position Summary

To enhance the educational skills of our children in problem-solving, math, science, history, reading and/or writing and to contribute to a child's education.

Roles and Responsibilities

- Assist an individual child with homework or enrichment activities
- Assist a child or a group with special projects, including book reports, worksheets and science projects
- Catalog books in the library or make copies
- Follows company policies and procedures designed to maintain resident, visitor and employee safety. Ensure all necessary steps are taken to provide for the safety and welfare of staff, children, visitors and volunteers. Follows company policies and procedures regarding safety of residents.
- Is knowledgeable of and adheres to Boys and Girls Country Mission and Vision Statement.

Qualifications:

- At least 18 years old
- Be passionate about learning, demonstrate patience and good communications skills, enjoy working with kids
- Work with the kids M, T, W or Th from 3/5pm-7pm
- Must be cleared through a criminal background and FBI finger print investigation
- Must be cleared through a drug panel test
- All staff who have contact with students must be tested for tuberculosis before the staff is assigned a responsibility to care for students
- High School Diploma or state authorized high school equivalent certificate required

- Must understand and carry out the core value, mission and Christian based approach of the organization.

I have read and agree that I am capable of performing the functions of this position with or without reasonable accommodation. I further understand that the duties and responsibilities in this job description may be subject to change at any time.

Print Name

Signature

Date

Revised: 5/01/21