## Anna Maria College Off-Campus Federal Work Study Job Description

1. **Name of Organization:** Elm Park Community School
2. **Site Address:** 23 N Ashland St. Worcester, MA 01609
3. **AMC Supervisor:** Shelie Wells
4. **Supervisor Preferred Contact Information:** swells@annamaria.edu
5. **Position Title/Classification:** Tutor/Teacher’s Assistant
6. **Positions Available:** Varied; approximately 10-15/hours per week total
7. **Hourly Wage:** $16

### Job Description:
Elm Park Community School is seeking tutors/teachers’ assistants to provide additional classroom support and 1:1/small group tutoring.

### Duties Performed:
- Assisting with classroom support/management
- Transporting students from class to class
- Providing teacher support for lesson planning/preparation
- Individual tutoring
- Small group tutoring

### Specific Qualifications:
Applicants should have an interest in working with elementary-aged students from various backgrounds. Previous experience working with children preferred.

### Hours/Week:
- Approximately 10-15/hours per week total
- School hours are approximately 8am-2:30pm

### Special Application Instructions:
Applicants who pass an initial screening with the AMC supervisor must interview with a staff member from Elm Park Community School. A CORI background check form must be completed with valid ID if you are a successful candidate.

---

**Dates of Employment (check one):**

- [ ] **Full Academic Year**
- [ ] Fall Semester Only
- [ ] Spring Semester Only
- [ ] Summer Semester Only

**Summer start date:**

**Summer end date:**