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**Federal Work Study
Job Description Form**

Job Title: Academic Tutor (for elementary - high school students)
Department or Organization: The Performance Project
Address (Off campus only): 1365 Main Street, Springfield, MA

Desired No. of Hires:

Supervisor: Ailey Verdelle
Office: 1365 Main St. Springfield, MA
Phone: 413-374-4938
Email: ailey@performanceproject.org

Designee:
Office:
Phone:
Email:

General Job Description:

Academic support for members of Performance Project. Tutors will support students in grades 9-12 with various subjects such as Math, English, Social Studies, Science etc.

Detailed List of Duties:

- Skills in tutoring/mentoring in subject area.
 - Passion for education, young adults, social justice, creating space for youth voices.
 - Patience, reliability/consistency, flexibility, open-minded, good communication skills
- References and CORI

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

This is an opportunity to learn about a non-profit that supports a wide variety of students and creative people. This is a great opportunity to learn about running a non-profit and organizations that support artists.

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

In order to take this position, you will be required to submit a CORI, and keep all details about the identity of Performance Project mentors and your time, confidential.

Skills and/or previous experience desired:

- Skills in tutoring/mentoring in subject area
 - Passion for education, young adults, social justice, creating space for youth voices.
 - Patience, reliability/consistency, flexibility, open-minded, good communication skills
- References and CORI

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):

- In person, remote, blended
- Mondays- Saturdays: After school, evenings, weekends
- Wednesdays and Thursdays between 3:00-5:30 PM youth are at our home base in downtown Springfield and can be tutored in person or remotely.

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Ailey Verdelle

Print Name of Supervisor

Academic Support Supervisor

Title

2/25/26

Date