HOLYOKE COMMUNITY COLLEGE

Assigned Grade Level ____
(FAO use only)

www.hcc.edu

303 Homestead Avenue
Holyoke, MA 01040
413.538.7000

Financial Aid Office
P: 413.552.2150
F: 413.552.2192

Federal Work Study
Job Description Form

Job Title: After Scool Tutor

Desired No. of Hires:

Department or Organization: Homework House

Address (Off campus only):
340 Chestnut St. Holyoke MA 01040

Supervisor: Dave Haslam
Office: 54 N Summer St. Holyoke MA
Phone: 413.887.7406
Email: dhaslam@homeworkhouseholyoke.org

Designee: Gloria Caballero, Program Director
Office: 54 N Summer St. Holyoke MA
Phone: 413.887.2012
Email: gcaballero@homeworkhouseholyoke.org

General Job Description:

Homework House is seeking reliable and engaging tutors to support elementary students (grades 1–5) with homework help and academic skill-building in reading, writing, and math. Tutors work one-on-one or in small groups in a structured, supportive after-school environment that promotes learning, confidence, and positive relationships.

Detailed List of Duties:

Provide one-on-one and small-group tutoring to elementary students (grades 1–5). Assist with homework and reinforce reading, writing, and math skills.
Support students using structured, age-appropriate learning activities. Foster a positive, safe, and inclusive learning environment.
Encourage good study habits and student engagement. Follow Homework House policies and staff guidance.
Communicate observations or concerns to staff as needed. Maintain consistent attendance and complete required training and background checks.

Opportunities for Advancement:

Please list those duties an employee can expect to learn in terms of job growth, if rehired.

Responsibility Involved:

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

Skills and/or previous experience desired:

English and/or Spanish speaking. Willingness to work with elementary-aged students

Basic math, reading, and writing skills

Amount of supervision required:

☒ Regular ☐ Occasional ☐ Minimal

Student employees are not permitted to work without any supervision.

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

6–10 hours per week

Shifts typically take place Monday–Friday during after-school hours (approximately 3:30–6:00 p.m.; 2:30–6:00 p.m. on Wednesdays)

How to Apply:

Contact supervisor/designee listed above.

Completed and Submitted By:

Dave Haslam	Executive Director	1/21/26
Print Name of Supervisor	*Title*	*Date*

Please return completed form to drosado@hcc.edu