



JOB ANNOUNCEMENT

Hamilton-Madison House seeks a temporary part-time Tutor who will be responsible for assisting Literacy and Math Club participants with homework, remedial worksheets and creating projects to enhance their math and reading skills. This position reports to the Saturday Program Coordinator.

Minimum Qualifications:

- Must have High School Diploma or equivalent
- Experience with school age children
- Must be a team player with good communication skills
- Good organizational and interpersonal skills

Responsibilities:

- Supervise program participants
- Create lessons related to math and reading
- Assist participants with weekend homework assignments
- Cooperate with program volunteers

Compensation: \$28 per hour
Hours: Saturday 11:00AM to 3:30PM, 4.5 hours per week
To Apply: Submit cover letter and resume to:
Fax: 212-349-2793
Email: hrdept@hmhonline.org

Posting Date: February 7, 2020

Application Deadline: Until filled

Hamilton-Madison House is an Equal Opportunity Employer