Are you ready to “Find Yourself Here”? At the top public library system in the Nation.

CCPL is currently seeking Youth Programming Tutors here in Northeast Ohio. They will be joining an engaged staffed team that is eager to promote our mission of being at the center of community life by creating an environment where reading, lifelong learning and civic engagement thrive.

Review the summary of the job description below AND apply today:

GENERAL SUMMARY

Under moderate supervision, tutors students in the library.

JOB REQUIREMENTS

Competencies that an incumbent should be able to demonstrate and that are reflected in the knowledge, skills and abilities that lead to satisfactory accomplishment of the Essential Job Functions include Communication Skills, Feedback, Listening, Quality Focus, Customer Service, Results Focus, Attention to Detail, Dependability, Diversity Focus, Taking Initiative/Responsibility, and Teamwork Focus. In addition, incumbents are expected to demonstrate proficiency in the Function/Task Specific dimension of Computer Knowledge and Use.

This position is part-time and operates seasonally from September through May with work breaks that coincide with the Homework Center Schedule. This position is not to exceed 10 hours per week. This position may be extended to cover summer or alternate programming on a case by case basis.

Specific Knowledge, Skills, and Abilities required include:

1. Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.

2. Excellent organizational, problem solving and analytical skills.

3. Skill in providing high quality customer service, including assessing and resolving customer questions and needs while adhering to customer service guidelines and procedures.

4. Basic skill in the use of personal computer software or systems applicable to the essential functions of the job, which may include any or all of the following: email/calendar software, internet/intranet browsers, word processing, spreadsheets, database software, and various systems or software used by CCPL.
5. Ability to provide comprehensive customer service, including delivery of accurate, prompt, and courteous assistance, both orally and in writing, to adults and children.

6. Ability to use Library resources effectively and efficiently.

ESSENTIAL JOB FUNCTIONS

1. Complies with Cuyahoga County Public Library’s policies, rules, guidelines, procedures, requirements, standards, and practices applicable to the job, including (but not limited to) work scheduling and attendance, customer service, use of Library property, computer use, personal conduct, and confidentiality.

2. Provide tutoring to Kindergarten to 8th grade students.

3. Offer assistance with developing study and tutoring strategies

4. Assist students in targeted subject areas via individual or group tutoring

5. Create and manage resources

6. Assist in the set up, take down, data collection and service of snacks and food based programs supported by the Foodbank of Greater Cleveland.

Summary Minimum Education & Experience Required

1. High school diploma or GED.

2. Experience working with youth preferred.

OTHER TESTING/LICENSES REQUIRED

1. A criminal background check is required.

2. Must have reliable means of getting to and from work.

PHYSICAL DEMANDS AND WORKING CONDITIONS

1. Position is physically comfortable, individual is normally seated and has discretion about walking, standing, etc. Occasionally lifts lightweight objects. Some use of computer terminal.