



Boxwood Learning Center

Supporting the Champions of this Generation

www.boxwoodnj.org

908-241-6862

Position: Reading Specialist/Tutor (Part-Time)

Locations: Union County Community Drop-In Centers - Rahway, Roselle, Hillside, Plainfield

Schedule: Monday to Friday, 3:30 PM to 6:30 PM

Compensation: \$25 per hour

About Boxwood Learning Center:

Founded in 2019, Boxwood Learning Center Inc. has been instrumental in providing educational and support services within a restorative justice framework. We are committed to the holistic development of justice-involved, foster care, and high-risk youths in Union County.

Job Summary:

We are seeking experienced tutors to join our team at the Union County Community Drop-In Centers located in Rahway, Roselle, Hillside, and Plainfield. Tutors will be responsible for providing academic assistance and homework support to students in grades 6 through 12, helping to foster a nurturing and productive learning environment.

Key Responsibilities:

- Provide one-on-one and group tutoring sessions in reading to students from grades 6 to 12.
- Assist students in improving their reading levels by using various evidence-based methods.
- Monitor and report on students' progress and challenges.
- Collaborate with program coordinators and other tutors to develop effective tutoring strategies.

Requirements:

- Proven experience as a reading instructor, particularly with middle and high school students; at least 3 years of experience as a reading instructor/tutor.

- Excellent communication and interpersonal skills.
- Ability to engage and motivate students.
- References attesting to tutoring experience and effectiveness.
- Being a Spanish speaker is a plus, but not mandatory.
- Formal training in reading and writing is preferred.
- Driver's license and ability to drive to sites is preferred.

To Apply:

Please submit your resume highlighting your tutoring experience and subject expertise to info@boxwoodnj.org. Join us in making a significant impact on the youth of Union County. www.boxwoodnj.org. 908-241-6862