



**128 East Main St.  
Cardington, Ohio 43315  
(419)-864-8181**

**Job Title:** Reading Tutor

**Type:** Contract

**Contract Period:** June 8<sup>th</sup> – August 9<sup>th</sup>

**Salary:** \$12/ hour

**Direct Supervisor:** Youth Programming Coordinator

**Apply by:** May 22nd

**Essential Duties:**

1. Work one-on-one with youth entering 1<sup>st</sup> through 5<sup>th</sup> grade to develop reading skills and enjoyment.
2. Listen attentively to students read.
3. Assist students with sounding out words, memorizing sight words, reading at an appropriate speed, and recalling what has been read.
4. Build students' confidence through praise.
5. With support from supervisor, complete evaluations to document tutoring session, and plan student progress.

**Additional Duties:**

1. Assist with general library tasks when not tutoring, such as shelving books, tidying shelves, and prepping craft materials.
2. With support from supervisor, assist in selecting appropriate books for student tutees.

**Qualifications:**

1. Must be at least 16 years-old
2. Positive attitude toward work responsibilities
3. Enjoy working with children
4. Comfortable giving directions to children in a one-on-one setting
5. Comfortable communicating with parents/ caregivers with support from supervisor
6. Reliable work attendance
7. Arrive on time, ready to provide a fun reading experience to young children

**To apply:** Submit your application in-person or email to [kbarnett@cardlinc.org](mailto:kbarnett@cardlinc.org)

# Employment Application

*We are an equal opportunity employer. We consider applicants for all positions without regard to race, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*

## (Please Print)

Position Applying for:

Date of Application:

Last Name:

First Name:

Middle Name:

Address:

City:

State:

Zip Code:

Telephone Number:

Best time to contact you:

a.m. or p.m.

If you are under 18, can you provide proof of eligibility to work?

Yes

No

## Education

	Name and Address of School	Years Completed	Graduation Year
High School			
Undergraduate College			

## Employment Experience

Employer:

Dates Employed (month/year):

From

To

Address:

City:

State:

Zip Code:

Telephone:

Supervisor:

Job Title:

Responsibilities:

Employer:

Dates Employed (month/year):

From

To

Address:

City:

State:

Zip Code:

Telephone:

Supervisor:

Job Title:

Responsibilities:

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### Applicant's Statement

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I certify that the answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with organization with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

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Signature of Applicant

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Date