



## THE CITY OF PINOLE

INVITES APPLICATION FOR THE POSITION OF

# VOLUNTEER ACADEMIC TUTOR

**FINAL FILING DATE: Open until filled**

This is a volunteer position in our After School Program which convenes at the Pinole Youth Center. Assignments will include helping children understand the basics of their homework assignments. Candidates must be able to provide academic support in math, science, reading, social studies, and/or English.

The purpose of this position is to provide an opportunity for high school students and professionals to provide academic tutorial support to children 1<sup>st</sup>-8<sup>th</sup> grade at the Pinole Youth Center during after school hours.

### **MINIMUM QUALIFICATIONS/EDUCATION**

- High school graduate or equivalent. OR
- A current high school student with a GPA of 3.0 or greater.
- 15+ years of age.
- Residents of Hercules and Pinole are encouraged to apply.

### **SPECIAL REQUIREMENTS**

Must possess reliable transportation.

### **ESSENTIAL DUTIES**

Each Academic Tutor must be able to work individually with children in a group environment.

**SELECTION PROCESS:** All applicants must submit an original of a City of Pinole Volunteer Application form to the Human Resources Department of the City of Pinole, 2131 Pear Street, Pinole, CA 94564. Applications will be screened for qualifications, and the most qualified applicants will be invited for a personal interview. Those whose education, experience, and skills are determined to most closely match the needs of students participating in Homework Help will be invited for an interview. Assignment will follow successful completion of a pre-employment drug screen and fingerprinting check. Service may be terminated at any time with or without cause.

### **APPLY TO:**

**City of Pinole  
Human Resources Department  
2131 Pear Street  
Pinole, CA 94564**

**Faxed or copied applications will not be accepted.**

Applications and job flyers are available at the above address, the City's website at [www.ci.pinole.ca.us](http://www.ci.pinole.ca.us), or by calling (510) 724-9006 to request that an application packet be mailed to you.

The information contained in this announcement is subject to change and does not constitute either an expressed or implied contract.

It is the objective of the City of Pinole to achieve a drug-free workplace. Any applicant for City employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the special trust placed in public employees.

**The City of Pinole is an equal opportunity employer.**