BOYS & GIRLS CLUB
OF LAKE TAHOE

Job Title:	Math Tutor
Reports To:	Site Coordinator and Area Director
Position Type:	Part Time, Non-exempt
Pay Range & Hours:	$23-27/hour; 10 hours per week
Anticipated Start Date:	November 2026

POSITION DESCRIPTION SUMMARY: Join our vibrant team at the Boys & Girls Club of Lake Tahoe and help young minds discover their confidence and joy of math! In this energetic and creative role, the Math Tutor works with Club members in 2nd through 5th grade, providing one-on-one and small-group tutoring that is engaging, supportive, and educational. The Math Tutor helps members build their understanding of common core math, improve their homework skills, and develop a positive attitude toward math.

KEY SKILLS/KNOWLEDGE REQUIREMENTS:

- Patient, flexible, energetic, and a self-starter.
- Strong working knowledge of common core math skills and concepts at the elementary and middle school levels.
- Experience tutoring, teaching, or delivering youth experiences in a similar program.
- Ability to explain math concepts in clear, creative, and age-appropriate ways.
- Strong organizational, time management, and written and oral communication skills.
- Able to work with people from diverse ethnic, cultural, and socioeconomic backgrounds.
- Able to motivate, organize, and manage young people in a safe environment.
- Able to follow systems and procedures.
- Interest in delivering a variety of youth programs with an emphasis on the Boys & Girls Clubs of America's pillars of Academic Success and College and Career Readiness.
- Associate's degree or Bachelor's degree in mathematics, communication, education, or related field (preferred). If no degree, the candidate must have a high school diploma and must be able to pass the LTUSD classified staff exam.
- CPR, AED, and First Aid certification is a plus.
- Ability to speak Spanish is a plus.

ESSENTIAL JOB FUNCTIONS:

- Provide one-on-one and small-group math tutoring and homework help for Club members at Tahoe Valley Elementary School, in collaboration with other staff, volunteers, and high school leaders.
- Assess members' math skills and goals, and prepare lessons, practice activities, and games that are enriching and engaging.
- Support members with school assignments and align tutoring with grade-level math standards and classroom needs. Track member progress and share updates with the Site Coordinator and, as appropriate, with parents and guardians.
- Ensure all youth Club members feel welcomed and safe, and are supervised and accounted for.
- Promote positive Club behavior and use consistent strategies and actions with youth members that adhere to the Club's policies and procedures.
- Be mindful of the site's equipment, facilities, and supplies and report any issues or breakages.

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- Attend mandatory staff meetings and training sessions as scheduled.
- Meet all organizational requirements established by the Boys & Girls Clubs of America and the Boys & Girls Club of Lake Tahoe.
- Follow the Club's program schedule with the expectation that other program support may occasionally be needed.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:

- Ability to represent the Club in a professional and positive manner while maintaining a high level of energy.
- Ability to stand or sit for extended periods of time.
- Ability to work on multiple projects and prioritize effectively. Work in a fast-paced environment where frequent interruptions or changes in plans may occur.
- Ability to bend, twist, reach, stoop, or squat for filing or retrieval of supplies.
- Ability to lift and carry up to 20 pounds of supplies, equipment, and other items needed for Club-related events.
- Ability to work in various weather conditions, including snow, rain, and hot weather.

BENEFITS: The Boys & Girls Club of Lake Tahoe strives to be a fun and fulfilling place to work. The Club values each employee and is delighted to offer generous benefits to all staff, including paid holidays and sick time, earned time off, a retirement plan, and retention and recruitment bonuses. All staff have access to professional development opportunities, free Club membership for their children, and an ample supply of Club schwag.

This is a non-exempt, part-time position based at Tahoe Valley Elementary. The Math Tutor works four days a week, between 2:30 and 5 p.m., for a total of 10 hours per week to prep and tutor second through fifth-grade members. Pay ranges from $23-27 an hour, depending on experience.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of an employee assigned to this job. All Club employees may be required to perform duties outside their normal responsibilities from time to time, as needed.

The Boys & Girls Club of Lake Tahoe is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex (including pregnancy and related conditions, sexual orientation, gender identity, or gender expression), age, disability status, genetic information, military or veteran status, retaliation, or any other characteristic protected by federal, state, or local laws. All job offers are conditional until the completion and passing of a background check.

APPLY: Please submit a resume and cover letter via Indeed or to Molly H. Coolidge, Director of Administration, at mcoolidge@bgclt.org. Applications will be reviewed as they are received.

Updated: 11/12/2026