

**West Hills Elementary**  
520 National Ave. S.  
Bremerton, Wa. 98312  
360-473-4600

**Vehicle Required: No**  
**Auto Insurance Required: No**  
**On bus route: Yes**

<http://www.bremertonschools.org/ourschools/westhills/>

**Contact Person: Chris Drebeck**

**TITLE:** WRC Reading Tutor

**HOURS OF SERVICE:** 8:00-4:00, M – F, with occasional evenings

**SCHOOL DESCRIPTION:** West Hills Elementary serves students in grades K-5. We have approximately 350 students. We are located on the Kitsap Peninsula, near Puget Sound, 30 minutes northwest of Tacoma, and just 10 minutes from the ferry terminal that takes you directly to downtown Seattle in less than an hour. We have had WRC members at our site for many years, and our teachers welcome your support and appreciate your dedication and service.

**SERVICE DESCRIPTION:** The WRC Reading Tutor will work with children in a variety of settings. We do a push-in, as well as a pull out model; throughout the day you may work one on one with students in the library or tutoring room, or in a small group within a classroom under the supervision of a teacher. We may ask you to be a part of a before or after school tutoring class, as well as work an occasional evening at our family nights.

**MAJOR RESPONSIBILITIES:**

- Tutor students in grades K-5 one on one or small groups under the guidance of a teacher
- Train, encourage, and support volunteer tutors and develop strategies to retain community volunteers
- Help to organize and supervise before and after school reading clubs
- Support evening family literacy events
- Participate in all required member development trainings

**REQUIRED QUALIFICATIONS:**

- Able to read and write effectively in English
- Energetic, positive attitude
- Prompt and dependable
- Experience with or a desire to work with children, specifically, struggling readers
- Ability to present a positive role model
- Strong communication skills with children and adults
- Ability to work in a team environment
- Willingness to be trained in tutoring techniques
- Pass criminal background check

**BENEFITS:**

- The experience of helping children improve their reading
- Training in tutoring procedures
- Training in behavior management
- Participation in school and staff activities
- Full time experience in a school setting
- Monthly stipend as well as an education award upon completion of hour requirements