

## **Tutor Training Internship**

Position: Tutor Training Intern

Commitment: Part-time (6-20 hours per week) | 6-12 months | Unpaid/FWS

Location: Remote

H.U.G. (Help Us Grow) is seeking a Tutor Training Intern to support the development and execution of our tutor training program. This role offers a unique opportunity to gain hands-on experience in education leadership, curriculum development, and tutor mentorship while working in a collaborative, flexible, and remote environment.

### **Key Responsibilities:**

- Assist in developing and refining training materials for new and returning tutors.
- Manage Google Classroom and other learning platforms to facilitate tutor onboarding and skill-building.
- Support tutor session coordination, including scheduling, monitoring, and providing feedback.
- Provide direct guidance to tutors, helping them implement best practices in reading intervention and student engagement.
- Track tutor progress and performance, collecting data to improve training strategies.
- Assist in curriculum development, ensuring alignment with H.U.G.'s literacy goals.
- Facilitate training workshops and professional development sessions for tutors.

### **Qualifications & Skills:**

- Currently enrolled undergraduate/graduate student (preferred fields: Education, Public Health, Psychology, English, Communications, or Nonprofit Management).
- Passion for literacy education, tutoring, and mentorship.
- Strong communication and organizational skills.
- Ability to manage multiple tasks and adapt to shifting priorities.
- Experience with Google Classroom, Zoom, and online learning platforms (preferred).
- Prior experience in tutoring, teaching, or curriculum development (a plus but not required).

### **Why Join H.U.G.?**

- Gain valuable leadership experience in education and tutoring.
- Work in a collaborative, flexible, and mission-driven environment.
- Make a direct impact by helping train and support tutors who improve literacy for young learners.

Join us and help shape the future of literacy education!