



**OFFICE OF THE  
KANKAKEE COUNTY STATE'S ATTORNEY**

**JIM ROWE**  
STATE'S ATTORNEY

**Community Division**  
369 N. 5<sup>th</sup> Ave  
Kankakee, IL 60901

**EMPLOYMENT OPPORTUNITY**

**POSITION:** **Supervising Tutor, Justice Academy After-School Program (Part-Time)**

**DESCRIPTION:** The State's Attorney's Office is seeking a Supervising Tutor that will be present during all tutoring sessions for youth enrolled in the Justice Academy after school program. Additionally, the Supervising Tutor will review classroom or curricula topics, maintain program paperwork, supervise and train tutors and tutor volunteers, assists with tutor recruitment, and tutor students in group sessions. This position is a grant-funded position contingent upon ongoing receipt of the grant.

**REQUIREMENTS:** Supervisory experience within a professional and/or academic setting. Teaching or tutoring experience, exceptional communication and writing skills are essential. Demonstrated proficiency in Microsoft Office (Excel & Word) and ability to master new computer programs/technology. Ideal candidate will be able to perform in a stressful, youth-focused environment, and have a demonstrated experience of working with children. Must be able to pass a thorough background check.

**HOURS/COMPENSATION:** Commitment: Approx. 15 hours per week (during after-school hours)  
Rate of Pay: \$15.00/hr.

**LOCATION:** Kankakee County is located approx. 45 minutes south of Chicago and offers affordable housing with a wide range of recreational resources. The Justice Academy after school program will be located at Avis Huff Student Support Service Center.

**DATE OF POSTING:** April 6, 2021

**SEND RESUME AND 2 PROFESSIONAL REFERENCES TO:**

Joshua Sampson, Director of Restorative Justice  
Avis Huff Student Support Service Center  
369 N 5<sup>th</sup> Ave,  
Kankakee, Il. 60901  
jsampson@k3county.net

**THE KANKAKEE COUNTY STATE'S ATTORNEY'S OFFICE AND THE  
COUNTY OF KANKAKEE ARE EQUAL OPPORTUNITY EMPLOYERS**