

BCCC FEDERAL WORK STUDY PROGRAM POSITION REQUEST FORM

Financial Aid Award Year: 2026-2027

Name of Department Office (on campus): _____

Name of Organization (off-campus): Reading Partners

Mailing Address: 1500 Union Ave, #2200

Baltimore, MD 21211

Title of Position: Literacy Tutor

Number of Students desired to fill this position: 20

About Reading Partners

Reading Partners is a children's literacy nonprofit that mobilizes community volunteers to provide students with the one-on-one reading support they deserve to set them on a path to reading at grade level. For more information, visit readingpartners.org.

The Role

As a federal work-study literacy tutor, you will support Reading Partners' in-person tutoring efforts at a Baltimore elementary school. Under the direction of a reading success coach, you will utilize Reading Partners' curriculum to deliver one-on-one tutoring sessions to students. No previous experience is required. Only 20 spaces are available.

Key Responsibilities:

- Utilize the Reading Partners curriculum to tutor students.
- Assist the Reading Success Coach with reading center needs, including substitute tutoring, monitoring of tutoring sessions, preparing materials for the program, etc.

Role Requirements:

- Commit to a consistent work schedule of between 5-20 hours/week for the fall 2026 and/or spring 2027 semester.
- Complete and pass a BCPSS background check (paid for by Reading Partners)
- Attend a 2-hour Reading Partners tutor orientation before working with students
- Be punctual, attentive, and engaged in tutoring sessions. Unexcused and excessive absences or unsatisfactory performances are grounds for dismissal.
- Ability to work independently or with limited supervision

Work Schedule

SITE # _____

Tutoring hours are explicitly tied to the schedule of school partners, and exact hours will be finalized once you have completed the orientation and background check. Tutors can expect a schedule between Monday and Friday, 8 a.m. to 6 p.m.

Number of hours per week (If unknown indicate that hours will vary). **Note: cannot exceed 20 hours per week:**

5-20

Supervisor Name: Clara Prest

Back up Name(s): Keyna Anyiam

Nere Eyeguokan

Address: Locations for Federal Work Study tutors vary

Location: Locations for Federal Work Study tutors vary

Phone Number(s): 510-847-8773

Email Addresses: clara.prest@readingpartners.org

SPECIAL NOTE: The Employment Authorization Form (EAF) will have the FWS student's award amount and the number of hours a student should work each week. It is extremely important that the supervisor set the student's work schedule so that the student will not exhaust his or her award. If the student works more than he or she is awarded, the Federal Aid Office will not pay the student. However, the student will still need to be paid out of your budget. _____ (supervisor's initials).