



Title: Remote Teacher and Tutor

Reports To: President, The Open Door Project

Employment

Status: Part Time

Commensurate with experience and education

Location: Remote

General Description

Grace House India, a ministry of The Open Door Project, a 501(c)3, is a Christ-Centered nonprofit home that provides sanctuary and full-time care to some of rural India's most vulnerable girls. These girls have experienced unspeakable violence, abuse, poverty, and loss of family.

In cooperation with our ministry partner in India, we provide a stable and loving home through education, healthcare, emotional support, career training, and spiritual guidance. At Grace House, young girls can heal from their past traumas and develop the skills, values, spiritual foundation, and positive relationships to carry them to a brighter future where their joy, happiness, love, and faith will one day lift others.

We are seeking an Online Teacher and Tutor who is passionate about children and their education. This position is for an English-speaking, education-focused, individual. The Online Teacher and Tutor will assume responsibility for ensuring academic year completion for all enrolled children. Each teacher's background, job experience, and mission experience will be reviewed considering the responsibilities listed below. In this role, the Online Teacher and Tutor may be the organization's frontline representative, working closely with The Open Door Project staff and our India based ministry partner and staff. The Online Teacher and Tutor should be personally aligned with our mission and vision.



Qualifications

Requirements

- Bachelor's Degree
- Degree in Education with ESL training preferred
- Self-starter with the demonstrated ability to work both independently and within a team
- Good organizational skills
- Working knowledge of Microsoft Office
- Ability to speak in public settings
- Good oral and written communication skills
- Ability to deal fairly and courteously with all individuals
- Field-related software programs and applications.
- Subject to criminal background check
- Three personal letters of recommendation
- One pastoral letter of recommendation

Educational planning and delivery

- Post-secondary education and offerings
- Western culture and the ability to communicate all aspects of said culture

Experience In

- Working with abuse and poverty
- Leadership development
- Microsoft Office Applications

Ability To

Interpret policies, procedures, and regulations; demonstrate reading, writing, speaking, listening, and observation skills appropriate to the position; administer student discipline code; communicate effectively; supervise; schedule; evaluate; follow directions; maintain records and files; prepare reports; follow emergency preparedness procedures; recognize individual differences; be mobile and do a moderate amount of lifting; maintain a flexible and positive attitude in all professional relationships; professionally manage stressful situations.

- Work alongside students
- Call for assistance in potentially dangerous situations



- Listen actively and demonstrate understanding
- Demonstrate, use, and maintain equipment and tools safely and correctly
- Perform basic administrative and accounting according to established practices, procedures, techniques, and standards with minimal supervision within the assigned period.
- Recognize and recommend necessary supplies software and equipment

Skilled In

Using computers, copiers, printers, telephones, televisions, other instructional-related audiovisual equipment,

Physical Demands

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit for extended periods, type, and reach to answer a telephone. Vision abilities required by this job include close vision to view a computer monitor.

Terms of Employment

Salary and work year as established by The Open Door Project administration.

Evaluation

The performance of this position will be evaluated per the provisions of The Open Door Project



Contact

To apply to this position, please email us at volunteer@gracehouseindia.org and include the below information.

Resume

Cover Letter

Three References