



Do you want to get paid and make a difference by tutoring middle school students in San Francisco or Daly City? Apply to tutor for JCYC! We are looking for part-time Tutors to work 6-10 hours a week helping middle school students with their homework during the 2022-2023 school year. Earn **\$19.00** an hour, gain valuable leadership and communication skills, meet interesting people, contribute to your community, and have fun by becoming a Tutor. **We offer training, so there is no need to understand all subjects before you start.** Please see our job description below for more information. To apply, email your resume, cover letter, and schedule of availability to applycollegeaccess@jcy.org.

Job Title: Tutor, JCYC College Access Programs

Position: Casual, 6-10 hrs/week

Location: Middle Schools in San Francisco (James Denman, Francisco, MLK Jr., & James Lick) and Daly City (Thomas R. Pollicita) *Tutor will be placed at **one** school site listed above, not all of the school sites.

Salary: \$19.00 per hour

Tentative Start Date: Open Until Filled

PROGRAM DESCRIPTION

The JCYC College Access Program assists low-income school youth, ages 11 and older, who have the potential to be the first generation in their family to attend college. As a Tutor, you will gain valuable communication skills, contribute to your community, and have fun! We also offer training to support your professional development. For more information about our programs, visit www.jcyccollegeaccess.org.

JOB RESPONSIBILITIES:

1. Tutor middle school students at a school site in small and/or large groups with an estimated ratio of 5 to 7 students per 1 Tutor;
2. Assist Middle School Educational Advisor in managing a small caseload of students with tracking their academic progress throughout the school year;
3. Assist Middle School Educational Advisor with event planning activities such as local/long-distance college campus field trips during the school day.

JOB QUALIFICATIONS:

1. Education: Current High School student (11th /12th grade) OR currently enrolled to obtain an AA degree or Bachelor's degree.
2. Available to work 2-4 days a week, Monday to Thursday, from 2 - 5:30 pm (flexible and based on hiring site).
3. Demonstrate constructive communication skills (oral & written).
4. Effectively exercise compassion and positive behavior management skills.
5. Demonstrate professionalism and teamwork skills; Highly reliable.
6. Some experience working with youth similar to the target population served by the program (e.g., low-income, first-generation college-bound, ethnically diverse).

How to Apply:

Applicants **MUST** submit ALL of the following: 1) Cover Letter, 2) Resume, and 3) School Schedule (if applicable).

Contact E-mail: applycollegeaccess@jcy.org

Attn: Tutor Position

Please no phone calls

PLEASE NOTE: Japanese Community Youth Council (JCYC) actively seek to hire and promote individuals, recruit volunteers and provide services to individuals without regard to race, color, sex, sexual orientation, religious creed, national origin, age, marital or veteran status, or presence of non-job-related conditions or disabilities. All employees of the JCYC participate in a criminal background investigation. Pursuant to the San Francisco Fair Chance Ordinance, we will consider qualified applicants with arrest and conviction records for employment.