

Job Title: High School Tutor

Program: JCYC Upward Bound (JCYC UB)

Location: in person at 2-3 SFUSD high schools

Salary: \$20/hour

Schedule: September 2022 to May 2023; 2-4 days per week; Monday-Thursday between 2pm-6pm

Start: ASAP

WHO WE ARE: The Upward Bound (UB) Program identifies, selects and assists low-income high school youth that have the potential to be the first generation in their family to attend college. The goal of UB is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.

POSITION OVERVIEW: JCYC Upward Bound offers tutoring services to our students throughout the school year. Tutors work with students at each of our high school sites after school to provide support in various academic subjects such as the humanities, sciences, and math. They help foster a nurturing environment for youth and work effectively with students coming from a range of cultural, educational, and socioeconomic backgrounds. They will work closely with our Educational Advisors and Associate Director to track and set goals for our students' academic growth.

Responsibilities

1. Work with students individually and in small groups to complete assignments, prepare for tests, and build study skills
2. Work with Educational Advisors to assess student needs and track student progress
3. Communicate effectively with students and high school staff from diverse backgrounds and help foster an inclusive and positive learning environment
4. Support Educational Advisors in setup and breakdown of tutoring and advising spaces
5. Support program's effort to cultivate a college-going mindset for students
6. Be punctual, organized, and flexible
7. Perform other related tasks as assigned by Educational Advisors or Associate Director

Qualifications

- Current student working toward a Bachelor's Degree or recent college graduate with a Bachelor's Degree.
- Competency in one or more of the following subjects: English, Math (Algebra I - Calculus), Biology, Chemistry, Physics, and/or History highly preferred
- Experience tutoring or working with low-income, first generation college-bound youth and/or with youth from diverse cultural and socioeconomic backgrounds
- Bilingual in Spanish, Mandarin and/or Cantonese a plus

HOW TO APPLY: Please no phone calls. Applicants **MUST** submit both a cover letter and resume to upwardbound@jcyccollegeaccess.org.

For more details info about JCYC UB visit www.jcyccollegeaccess.org

PLEASE NOTE: *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, JCYC will consider for employment qualified applicants with arrest and conviction records.*