Position Title: Academic & Education Tutor
Reports To: Career Coach
Status: Part-time (3 hours per week), Non-exempt, One Year Assignment
Compensation: $13.23 (per hour)

Academic & Education Tutor - Position Summary

The Academic & Education Tutor is responsible for teaching basic skills to referred youth, including youth on probation, ages 13-24, with varying academic levels while integrating social justice and community issues, and culture. The tutor helps students meet academic goals and stay engaged in their education.

Duties and Areas of Responsibility

- Provide tutorial services for youth in areas of educational difficulty for a minimum of 3 hours per week, until documentation from school indicates youth is receiving passing grade.
- Provide pertinent information to the youth, the family, and Probation Officer of any and all tutoring sessions.
- Instruct students on material needed in order to improve their academic standing.
- Teach basic skills encompassing math, science, English, and literature.
- Help students prepare and study for GED exam, if applicable.
- Create lesson plans and modify accordingly throughout the year.
- Utilize various curriculum resources.
- Utilize curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students served.
- Work with program coordinators to ensure initiatives are being met.
- Prepare and distribute required reports.
- Other duties as needed and assigned.

Qualification and Competency Requirements

Positional Competencies - required of the Academic & Education Tutor

- EDUCATOR EXPERIENCE – At least 1 years of experience teaching youth; experience with older youth and young adults preferred. Ability to develop relationships of respect with teachers and school administrators. Educational administrative experience welcomed.
- ACADEMIC EXPERIENCE – Excellent research, writing and problem solving skills. BA required.
- OUTCOMES-DRIVEN ENTREPRENEURIAL CAPACITY – Ability to creatively develop out-of-the-box solutions and to work either within or outside of existing structures to advance youth educational outcomes.
- PEOPLE MANAGEMENT EXPERIENCE – At least three years’ experience effectively tutoring youth with positive results.
- STRONG COMMUNICATION SKILLS – Exceptional oral and written communication skills including the demonstrated ability to research, assimilate and analyze information, compose documents, and present data in a clear and concise manner to appropriate personnel, including the ability to effectively present information to top management, program staff and/or Board of Directors. Experience writing development proposals and reports.
- YOUTH LEADERSHIP DEVELOPMENT EXPERIENCE – At least 2 years experience in youth leadership development in an area such as Education or academic counseling or workforce development. Cultural competency in working with a diverse group of young people. Proven ability to foster positive
Youth UpRising

JOB DESCRIPTION

adult/youth relationships for mentoring and guidance. Demonstrated commitment to social justice and youth movements.

- AVAILABILITY for occasional evening and weekend work.
- BILINGUAL language capacity highly desirable.

Core Competencies - required of all staff for successful performance at YU.

- HIGH PERFORMANCE - Strong work ethic • Results oriented • High energy • High integrity • Reliability • Committed to Excellence • Takes initiative and gets things done • Demonstrated success in an entrepreneurial setting, with the ability to think strategically while executing tactically within a resource-constrained environment.
- ORGANIZATIONAL SKILLS - Detail oriented • Tracks results • Demonstrates good work habits • Effectively uses their and other people’s time • Comes to tasks/meetings well prepared • Has basic computer skills • Develops efficient systems, processes and tools •
- FLEXIBILITY - Adapts to new information or circumstances • Willing to wear many ‘hats’ to get the job done • Creative in troubleshooting and finding solutions • Able to flourish in a fluid environment •
- POSITIVE ATTITUDE - Able to maintain composure, hope and a sense of humor amid challenges • Able to remain positive and see solutions among difficult issues • Stamina • Able to manage and diffuse stress •
- SOCIAL SKILLS - Able to work with a variety of people • Able to communicate with respect and clarity • Open to different viewpoints • Able to disagree without animosity • Self-aware • Compassionate • Collaborative • Able to give and receive candid feedback • A role model •
- CRITICAL THINKING - Thinks interdependently, framing the goals of one department/project within the entire vision • Sees current issues and challenges within a broad framework • Makes decisions that have the greatest long and short term positive impact • Thinks ‘outside the box’ – beyond given paradigms • Able to access resources (money, people) to advance solutions • Able to reflect on and improve both content and delivery • Open to developing awareness of the structural factors (socioeconomic context) impacting our communities •

Start Date: Immediate Opening. Applications accepted until position is filled.

How to Apply: Email resume and cover letter three professional references to talent@youthUpRising.org. Put “Academic & Education Tutor – [Your Name]” in the email subject line.

Youth UpRising is an Equal Opportunity Employer, striving to reflect the diverse community it serves.