

EAST BAY CENTER FOR THE PERFORMING ARTS

JOB TITLE: ACADEMIC TUTOR & YOUTH MENTOR (Hybrid - Part Time – Non-Exempt)

About the Position

The Academic Tutor & Youth Mentor would be part of the Center's mission to support student success and support the educational goals of students to enhance their learning and comprehension skills. The incumbent will provide support for the students overall well-being by providing after school tutoring and mentoring to Young Artist Diploma Program (YADP) students who are developing their skills in music, theater, dance, and other performing arts. We strive to help students become confident, disciplined, and successful both inside and outside of the Center.

This position would be under the general direction of the Student Support Services Manager (SSSM). The Academic Tutor & Youth Mentor will support students in a variety of academic subjects such as math, science, language arts, writing skills, SAT/ACT exam prepping, studying strategies for test preparation, AP classes, and homework completion. The ideal candidate would help prepare students for tests and exams and provide guidance in critical academic areas.

The Academic Tutor & Youth Mentor schedule may vary per week depending on student demand and volume for tutoring and homework assistance. Our commitment for in-person tutoring at the Center is strongly preferred; however, a virtual modality may be considered for the students' facing barriers to access the Center's tutoring program in-person. The Academic Tutor & Youth Mentor will interface directly with YADP students, as well as parents as needed. The Academic Tutor & Youth Mentor will report students' progress and success to the SSSM.

Essential Job Functions

- Provide academic tutoring in a variety of subjects, i.e., AP and general classes in science, math, English, language arts, history, etc. for students ages 11-18 years old.
- Support and guide students to set and achieve educational goals, encourage them to build skills to help overcome challenges in their personal and school life.
- Collaborate with the administrative team to assess student academic growth and encourage achievement through praises and rewards.
- Provide specific college preparation tutoring assistance including but not limited to: SAT/ACT prep and college essay writing and editing.
- Distribute informative study guides and other teaching materials applicable to the students tutoring needs.

Our Ideal Candidate

- Minimum 1-2 years previous experience with tutoring, teaching, and/or college preparation methods.
- Strong academic standing and background; preferably across multi-subject matters with deep expertise in target subject matters such as English, upper level math and science (i.e., biology, chemistry, etc.) knowledge is highly desirable.

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- Understand the barriers to access, especially for low-income, English Language Learners and underrepresented demographics in the Bay Area.
- Able to openly communicate and demonstrate interpersonal skills.
- Ability to prioritize and manage multiple tutoring and student needs.
- Ability to work both independently and as part of a team, take initiative, be proactive while paying attention to detail.
- Dedication to the role of the arts in social justice, youth and community development.
- A sense of humor is a plus.

Education and Training

- AA degree or completion of the equivalent units of college credit.
- Bachelor of Arts degree preferred in Science or Education.
- Bilingual in Spanish, a plus.

Additional Requirements

- The incumbent will be required to complete and pass a 10-year employment history verification, which includes a Criminal History Records Check prior to being considered for this position. This status must be maintained for the duration of employment at the Center.

Problem Solving

Common problems solved by the employee

- Working with students, individually or in a group setting, who may be struggling academically to help them overcome barriers and specific learning gaps.
- Communicating challenges and finding solutions with parents.
- Coordinating with SSSM on any concerns or difficulties they're experiencing.

Work Schedule

Part-time hours may vary, Monday through Friday between 3 p.m. to 8 p.m.

Compensation

Hourly

Note

Possible hybrid model but strongly prefer in-person tutoring.

How to Apply

Please submit a thoughtful cover letter and resume and two (2) references to: Doris Flores, with subject line "Academic Tutor & Youth Mentor" to doris.flores@eastbaycenter.org.