



Project: VISION Lead Tutor & Mentor
Updated 7/15/22

Project: VISION (www.projectvisionchicago.org) is a small grassroots nonprofit organization serving youth in Chicago's Chinatown, Bridgeport, and surrounding neighborhoods. We provide free after school programming primarily to youth from low income, first generation immigrant families. We are seeking Lead Tutors & Mentors to work with our Program Coordinators and Managers to provide activities to our grades 6-8 and grades 9-12 youth. We are seeking candidates with strong personal academic records, leadership skills, and enthusiasm and passion for teaching and mentoring.

Responsibilities:

- Provide supervision to a team of 6-8 tutors/mentors and facilitate daily workflow to ensure students are getting adequate support each day
- Work with Program Coordinators to plan and deliver daily enrichment activities (STEM, language arts, and social-emotional learning) to small groups of youth
- Function as tutor, by providing students with homework help, checking work, subject tutoring, and assisting with test preparation
- Function as a role model and provide mentoring (using a provided curriculum) to students
- Support staff with tutor/mentor training, supervision, and evaluation
- Support program data collection, and maintain student progress reports

Qualifications:

- Must have college sophomore standing or higher
- Must have experience working with youth in the 11-14 and/or 14-18+ age groups
- Professional, organized, reliable, punctual, self motivated and team player
- Excellent communication skills
- Experience with supervising others and/or leadership position(s) preferred

Shifts are available Mondays-Fridays 3-7p and Saturdays 10a-1p. Shifts may take place in-person at the PV Center or onsite at local schools. Lead Tutor/Mentors must be able to commit to working at least three shifts (minimum 3 hours per shift) each week through the end of the academic school year (June 2, 2023). Candidates who are able to work 4 or more shifts per week will be prioritized.

Compensation: Hourly rates start at \$17/hour

To apply, please send a resume to us via email at careers@projectvisionchicago.org.

Project: VISION is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.