



### **Lead Tutor/Mentor (or Program Leader)**

Project: VISION ([www.projectvisionchicago.org](http://www.projectvisionchicago.org)) is a small grassroots nonprofit organization that provides free after school programming to youth in Chicago's Chinatown, Bridgeport, and surrounding neighborhoods. We are seeking Lead Tutor/Mentors to work with our Program Coordinators and Managers to provide our grades 6-8 and grades 9-12 youth with after school tutoring, enrichment, and mentoring activities. We are seeking candidates with strong personal academic records, leadership skills, and enthusiasm and passion for teaching and mentoring.

#### **Responsibilities:**

- Provide supervision and support to a team of 6-8 tutors/mentors and facilitate daily workflow to ensure students are getting adequate academic 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 Program Coordinators with tutor/mentor training, supervision, and evaluation
- Support program data collection, maintaining student progress reports, and other program administrative needs

The Program Leader position will perform all of the above responsibilities and in addition will:

- Serve as the lead staff of an afterschool program at a school-based site (20-30 youth)
- Ensure the safety of all youth at the school site
- Support the Program Coordinator to work with school staff and administration to

#### **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. Shifts may take place in-person at the PV Center or onsite at local schools. Tutor/Mentors and Program Leaders 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 6, 2024). Candidates who are able to work 4-5 shifts per week will be prioritized.

Compensation: \$20/hour (Program Leaders will be compensated for travel time to schools.)

To apply, please send a resume to us via email at [careers@projectvisionchicago.org](mailto: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.*

**Updated 7/13/2023**