



Position: Youth Program Leader (High School Scholars Program)

Reports to: Youth Program Coordinator/Youth Program Manager

Status: 15-20+ hours, Part-Time

Starting hourly rate: \$20/hour

Project: VISION is a nonprofit organization with a mission to help youth of Chicago's Greater Chinatown community achieve their full potential by providing them with tools for educational, personal, and civic development. PV serves over 400 middle and high school youth each year out of its two Chinatown youth centers as well as three local school-based sites. We are seeking mission-driven, creative, and energetic individuals to join our team and serve as a Youth Program Leader within our High School Scholars Program.

The ideal candidate is committed to our mission and has experience and passion for working with youth. The role will co-manage the After School Tutoring Program with the Program Coordinator.

Key Responsibilities:

- Maintain a supportive and productive environment on a daily basis that ensures students are getting adequate academic support each day
- Provide supervision and support to a team of 6-8 Tutor/Mentors and facilitate daily workflow, including tracking attendance, assigning tutor/student pairs and groups, and managing the classroom spaces and student behavior
- Work with the Program Coordinator to plan and deliver daily academic enrichment activities
- Function as a tutor (when needed) by providing students with homework help, checking work, subject tutoring, and assisting with test preparation
- Function as a positive role model and provide mentorship to youth
- Support the Program Coordinator with Tutor/Mentor training, supervision, and evaluation
- Support program data collection, maintaining student progress reports, and other program administrative needs

Qualifications:

- Must have college sophomore standing or higher
- Must have experience working with youth in the 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

The Program Leader must be able to work Mondays-Fridays 3-7PM.

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.

Updated 6/5/2025