



**Job Title:** Academic Coach, JCYC Educational Talent Search  
**Position:** Casual, 5-10hrs/week  
**Location:** Thomas R. Pollicita Middle School in Daly City  
**Salary:** \$15.00 per hour  
**Tentative Start Date:** April 2019

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## PROGRAM DESCRIPTION

The JCYC Educational Talent Search (ETS) Program identifies, selects and assists low-income school youth, ages 11 and older who have the potential to be the first generation in their family to attend college. ETS is a college access program of JCYC. JCYC's mission is to cultivate and enrich the lives of children and youth from diverse, multicultural communities throughout San Francisco and beyond. For more information about ETS and JCYC visit [www.jcyccollegeaccess.org](http://www.jcyccollegeaccess.org) or [www.jcyc.org](http://www.jcyc.org).

## JOB RESPONSIBILITIES

ETS is searching for after school middle school Academic Coaches to provide academic tutoring. ETS Academic Coaches must meet the following requirements:

- Available to work 3-4 days a week, Monday through Thursday, 3:00pm – 5:30pm or 3:30pm – 6:00pm throughout the academic year, attend trainings and monthly meetings;
- Be highly motivated to work with low income youth and help prepare students for academic success, paving the way to be the first in their family to attend college;
- Effectively exercise behavior management skills;
- Assist students with daily homework assignments, working in a room with 20-40 students with a ratio of about 7 students to 1 tutor;
- Demonstrate compassion, patience, reliability, professionalism and teamwork skills.

## JOB QUALIFICATIONS:

- Experience working with youth including paid and volunteer positions
- High school diploma or equivalent
- Students working toward an AA/BS/BA in related area will be strongly considered and are strongly encouraged to apply
- Experience working with multi-cultural youth is preferred
- Bi/multilingual students (preferably in Spanish or Cantonese), people of color, individuals with backgrounds similar to target population (low-income and first in their families to attend college) are preferred.

## How to Apply

Applicants **MUST** submit ALL of the following: 1) Cover Letter and 2) Resume.

Contact Email: [ApplyCollegeAccess@jcyc.org](mailto:ApplyCollegeAccess@jcyc.org), Attn: Academic Coach Position

Please no phone calls.

**PLEASE NOTE:** *Japanese Community Youth Council (JCYC) actively seek to hire and promote individuals, recruit volunteers and provide services to individuals without regard to race, color, sex, sexual orientation, religious creed, national origin, age, marital or veteran status, or presence of non-job related conditions or disabilities. All employees of the JCYC participate in a criminal background investigation. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.*