



Young Community Developers  
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[www.ycdjobs.org](http://www.ycdjobs.org)

## **Academic Coach – Site Lead Young Community Developers, Inc.**

### **Agency Overview**

The mission of Young Community Developers, Inc. (YCD) is to empower and inspire Southeast Sector Residents to engage in employment and educational opportunities. Through comprehensive preparation and training techniques targeted towards enhancing workforce readiness coupled with an inclusive set of additional services, YCD seeks to assist in the removal of employment and education barriers for our disenfranchised residents. YCD is passionately committed to the preparation, placement, and preservation of our Southeast Sector residents, resulting in each responsibly contributing to their personal and professional development, the development of their families, and to the economic development of their neighborhoods.

### **Program Description**

The School Year Academic and Employment Program (SYAEP) is a school-year extension of YCD's middle to high school transition program, Summer Bridge. SYAEP is designed to support ninth grade students successfully complete high school coursework with a grade C or higher. Under the supervision of the Program Coordinator, the program staff will be instrumental in assisting 10 - 15 youth ninth grade students with improving academics --through embedded classroom support and after -school tutorial.

### **Responsibilities Include:**

- Recruit and manage 10 -15 students
- Meet with students individually or as a group during school hours
- Demonstrate a sincere interest in doing “whatever is necessary” to ensure the student is progressing;
- Provide individual and small group tutoring to students.
- Assist students in improving academic achievement by meeting with them on a regular basis to clarify learning problems and work on study skills.
- Provide in-class academic support.
- Contact and develop a partnership with parent/guardian to support student progress.
- Monitor student needs regarding attendance, behavior, academics, extracurricular activities, etc.
- Contact assigned students within two days of receiving the assignment.
- Plan and implement workshops, field trips, and guest speakers from respective career paths of interest to the students
- Data entry and recordkeeping.
- All other duties as assigned.

### **Qualifications:**

- Flexible schedule and willing to coordinate tutoring sessions around student schedule
- Experience working with youth and/or strong understanding of youth development



- A current college student or college graduate.
- Responsible, dependable, honest, and mature.
- Friendly, patient, and sensitive to a diversity of students.
- Strong understanding of high school math, English, and social sciences
- Demonstrates professional, reliable, and compassionate work skills

**Hours of Operation:**

This is a part-time seasonal position. Work up to 40 hours a week within the program hours of 8am-5pm. Applicant must be able to work during the school day and after school hours.

*Young Community Developers is an Equal Opportunity Employer.*

YCD is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Job Types: Full-time, Part-time

Salary: \$16.00 to \$18.00 /hour

Experience:

- youth development: 1 year (Required)

Education:

- Bachelor's (Preferred)

Location:

- San Francisco, CA (Required)

Work authorization:

- United States (Required)