



EST. Academy of Development 2016
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Breaking Chains Academy of Development

Summer Program Tutor/Mentor (Seasonal 03/01/2023 thru 08/31/2023) Job Description

Job Summary

Tutor/Mentor will report to Program Coordinator. This position is responsible for operations and procedures to ensure effective operation of BCAD services including Summer Youth Empowerment Project (SYEP). This project will take place from dates 03/01/2023 thru 08/31/2023.

Responsibilities and duties

Summer Youth Empowerment Project (SYEP) Tutor/Mentor will focus on assisting students and participants in GED/HSE exam preparation. Planning field trips and activities that align with learning acceleration activities. Planning and creating activities that have a positive impact on student growth and achievement. Planning and creating activities that support healthy and active lifestyles. Providing transportation to students & participants in BCAD vehicles to and from home, to and from GED/HSE testing sites, to and from recreational/mentoring activities, etc. Tracking data and results, as well as managing a budget for SYEP activities. Keeps attendance records. Maintains discipline at BCAD facility and offsite activities. Assists in maintaining classroom, building, and equipment cleanliness. Job responsibilities and duties may vary depending on academy needs.

Pay Scale: \$18 per hour, Hours: 11:00am – 7:00 pm Monday through Friday (possibly Tuesdays through Saturday); Days & hours may vary slightly depending on mentee needs. Possible approved overtime. This project will take place from dates 03/01/2023 thru 08/31/2023.

Requirements

Highschool Diploma or GED/HSE

Ages 18+

Valid Driver's License + Experience/Comfortable driving a 13 passenger Van

Please send resume to luisgranadosbcad@gmail.com