



## **PART-TIME POSITION:**

**Elevate Tutoring seeks an enthusiastic champion to provide tutor training to an East Bay cohort of Tutor Fellows in Fall 2022.** Elevate Tutoring advances social justice by bridging economic and achievement gaps on the path to-and-through college. We provide training, work experience, and scholarships to socioeconomically-disadvantaged first-generation college students - our Tutor Fellows - who, in turn, provide high-quality STEM tutoring, mentorship, and growth mindset coaching to their younger peers in middle and high school. Our proven and Innovative approach emphasizes asset-based mentorship, metacognitive approaches for both tutors and tutees, and the value of paying it forward.

This is an excellent opportunity for anyone looking for a flexible, part-time role and a collaborative yet autonomous work culture. The ideal candidate for this position will be a mid-career professional who is dependable and organized with excellent interpersonal and communication skills. Candidates should be enthusiastic about having a direct impact on outcomes for first-generation college students and an indirect impact on disadvantaged K-12 students. This position will report directly to the Lead Tutor Trainer and collaborate often with our Program Manager and other trainers. Learn more about our organization at [www.elevatetutoring.org](http://www.elevatetutoring.org).

### **Job Duties and Responsibilities**

The East Bay Tutor Trainer will facilitate training remotely and in-person to two cohorts of eight Tutor Fellows in the Berkeley/Oakland area. Training sessions are critical to Elevate's holistic coaching model. Trainers are responsible for developing strong cohort relationships as well as providing tactical guidance for Fellows' work in classrooms. All orientation, training, and reporting for this role are compensated.

The annual program follows this approximate schedule:

- July: Trainer professional development and training, ~10hrs
- Aug/Sept: Trainer leads bootcamp training for Tutor Fellows, 18-20hrs
- Sept - Nov: Trainer leads 1 weekly training sessions, 1.5hrs/wk plus ~.5/wk prep and reporting
- Dec/Jan: Trainer leads bootcamp training for Tutor Fellows, 18-20hrs

- Jan - May: Trainer leads 2 weekly training sessions, 1.5hrs/wk plus ~.5/wk prep and reporting for each group

The above and a few other administrative weekly tasks will result in approximately 100 hours of work over the school year.

### **Additional responsibilities:**

- Keep attendance records and write session reports for all training sessions
- Review Program Manager notes on tutor experiences and questions and collaborate with other trainers to plan uniform weekly topics
- Provide Program Manager with curricular feedback and participate in annual training planning

### **Minimum Qualifications**

- Bachelor's degree
- 5+ years of teaching or official mentorship experience with older youth/new adults with older youth/new adults. This experience can be at the high school or college level
- Comfort leading a group of diverse, first-generation college students in conversations about pedagogy, equity, systemic barriers to education (stereotype threat, imposter syndrome), confidence/agency/agency, growth mindset, productive failure, etc.
- Ability to quickly build rapport with and support college students of diverse backgrounds (race, gender, income, immigration, and economics)
- Availability to respond to emails within one business day
- Ability to support evening and weekend training times that will accommodate the schedules of our college tutors
- Spanish fluency useful, as is experience with the Latinx community

Elevate's training model is fully developed and going into its twelfth year of implementation. Trainer will be trained prior to the first bootcamp. Because our tutors perform STEM tutoring, a STEM background is desirable, but is not strictly required.

### **Compensation**

This is a contract position. Salary will be \$50/hour. We estimate 100 hours of work throughout the academic year (July to May), with some variation due to local Fellow cohort schedules and needs.

### **How to Apply**

Email a cover letter and resume to [jobs@elevatetutoring.org](mailto:jobs@elevatetutoring.org) with the subject “East Bay Tutor Trainer Role.” Questions are welcome via email, but please no calls, except by appointment.

**Applications Due By: June 24, 2022**

**Projected Start Date: July 8, 2022**