Girls Inc. of Alameda County
Academic Assistance Program Leader

Program Description
The Academic Assistance Program Leader is responsible for facilitating academic tutoring within a 4-day per week program for the 2019-20 school year. Academic tutoring occurs in our downtown Oakland office Monday – Thursday. They will manage the volunteer tutor schedule and match students to tutors.

Major Duties and Responsibilities
- Serve as support for all volunteer tutors during program time
- Evaluate goal-setting progress on a weekly basis for all girls and
- Provide initial training and additional coaching to volunteer tutors when necessary
- Evaluate transcripts at the beginning of every new semester for participants and notify Coordinator of any girls who have failed A-G required classes
- Support Coordinator in planning end-of-semester tutor appreciation gifts
- Assist with administrative tasks as needed for the academic assistance program including recruitment, orientations and materials organization
- Maintain communications with the CAN! Program Leader and High School Programs Manager (in person, voicemail, during weekly meetings)
- Work occasional evenings and weekends as needed for events.
- Perform other duties as assigned

Qualifications
- Commitment of at least the 2019-20 school year (August 1 – May 31, 2020).
- Experience with youth development after school programming and enthusiasm for working with 8th – 12th grade girls.
- Facilitating academic engagement activities, homework help and tutoring 8th – 12th grade.
- Position requires flexibility, creativity, organization, positive energy and passion for inspiring girls to be strong, smart, and bold.
- Strong verbal and written communication skills.
- Effective problem solving and conflict resolution skills that follow youth development principles.
- Ability to implement tasks and activities independently.
- Ability to multi-task and meet deadlines consistently, timely and reliable.
- Ability to receive and provide feedback in a constructive way.
- Experience working with diverse communities.
- Ability to set up space for girls that challenges gender stereotypes and is LGBTQ-inclusive.
- A valid California Driver’s License, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements established by Girls Inc.
- Background clearance from the Department of Justice.
- Requires a minimum commitment of one year.
- Have a high school diploma/ GED and have completed at least one year of college level coursework.
- Bilingual in Spanish-English highly desired.
**BENEFITS:** Employer pays part of standard medical plan, Basic Life AD&D insurance, vacation time, sick time, and paid holiday.

**OTHER BENEFITS AVAILABLE:** Optional Dental and Vision plans available at the employee’s expense, ability to participate in the 403(B), Health and Dependent Care Flexible Savings Account.

**TO APPLY:** E-mail your resume and cover letter to: greyes-acosta@girlsinc-alameda.org and talent@girlsinc-alameda.org

Girls Inc. of Alameda County is an Affirmative Action/Equal Opportunity Employer