

High School Academic Support and Enrichment Coordinator Service

Description

Purpose:

To provide Chapel Hill-Carrboro City School students with a positive out-of-school learning experience by facilitating access to academic resources and enrichment, providing encouragement and being a positive role model.

Qualifications:

- Experience working in an academic setting with students, preferably experience with students of color.
- Possess an open mind to the capabilities of and futures of all students.
- Have a willingness to persevere and support a student regardless of obstacles.
- Must be able to work independently to complete projects.
- Possess the ability to understand and address the needs of students.
- Good large group and small group communication skills.
- College graduate preferred.
- Spanish language skills a plus.

Responsibilities:

- Recruit, screen and train volunteer tutors in conjunction with the CHCCS Volunteer Office.
- Coordinate a community-based tutorial program at least two nights per week.
- Coordinate 1:1 tutoring assignments for HS students.
- Offer 1:1 tutoring support to students.
- Help students improve their study skills.
- Provide students with a supportive, confidence-building, fun learning environment.
- Help students create and achieve realistic goals.
- Communicate with students' teacher and mentor (if they have one) at least once per month.
- Coordinate enrichment activities such as Youth Leadership Institute meetings, service projects and college visits to support student academic achievement and goal setting.
- Assist with other BRMA high school programming and office duties as assigned.
- Fulfill all NC LiteracyCorps requirements.

Time Commitment:

- Tutorial programs will be offered during after school hours.
- Two evenings per week are required for community-based tutorial sessions.
- Additional programming will be offered during some evening and weekend hours.
- Office time is required to fulfill responsibilities.
- BRMA requires a 40 hr/week commitment. Must be able to adhere closely to hours on schedule.

REPORTS TO:

MARLOW ARTIS

ACADEMIC SUPPORT SPECIALIST