



After-School Tutoring Program Assistant

About the Opportunity

826 Boston seeks a warm, highly dependable, and educationally savvy individual to join 826 Boston's Out-of-School Time team as the After-School Tutoring Program Assistant. 826 Boston's After-School Tutoring (AST) program focuses on providing students in grades K-12 with individualized homework help across all subjects, ranging from 1st grade math and social studies to 12th grade science and essays, and everything in between. The AST program also focuses on creative writing programming that centers students' voices and stories and results in an annual publication. The After-School Tutoring Program Assistant will play a critical role in transitioning the AST program from a fully virtual model in the 2020-21 school year to a hybrid in-person and virtual program in the 2021-22 school year. To meet some of the younger students from the 2017-18 school year and hear what they have to say about the program, please click [here](#).

A note about operations during the pandemic: 826 Boston is currently operating programs both virtually and in-person. In-person programming is limited and conducted with public health guidelines in mind. Candidates for this position should be prepared to work all of their hours in-person at 826 Boston's center, located at 3035 Washington Street in Egleston Square. Please read through the Out-of-School Time Programming Covid safety guidelines [here](#).

Apply online at <https://826boston.bamboohr.com/hiring/jobs/54>

Mission: 826 Boston is a nonprofit writing, tutoring, and publishing organization where students in grades K-12 and beyond can share their stories, amplify their voices, and develop as leaders in school and in life.

Responsibilities: The After-School Tutoring Program Assistant will work for **20 hours per week** with the following schedule: **Mondays and Wednesdays 3:30-8:30 PM, Tuesdays and Thursdays 2:00-7:00 PM.**

After-School Tutoring

- Prepare for tutoring sessions: Set-up and break-down the virtual tutoring computer system for monitoring virtual sessions; compile attendance list with tutor/student pairings; facilitate and assist with completing team chores at end of day.
- Fulfill the role of "point person" during in-person and virtual tutoring sessions: take student attendance, provide a warm welcome to students and volunteer tutors as they enter the space, match student and tutor pairs, ensure student and volunteer tutor access to sessions and materials, and provide technical support for Zoom.
- Orient and train new volunteer tutors at the beginning of sessions.

- Observe virtual and in-person tutoring interactions; provide support to improve tutors' practices as needed via chat, coaching, and/or modelling; provide support to students as needed.
- Assist with duties as necessary due to team member or tutor absences.
- Provide occasional direct tutoring in subjects Program Assistant is comfortable with.
- Contact families as needed to support student access to sessions; coordinate sharing of daily tutoring info notes with families.
- Support the OOST Program Coordinator with developing daily writing prompts, questions-of-the-day, facilitating break-time activities, and building community across students and tutors as needed.
- Compile attendance tracking information for students and volunteers.

Additional Responsibilities

- Maintain and organize task list for interns.
- Select and prepare student work to highlight for monthly public display in 826 Boston's windows.
- Assist with preparation and implementation of student assessments and writing/publishing activities; assist with the compilation of student work for print and/or digital publication.

Qualifications: The ideal candidate is a proactive, adaptable team player who will implement effective and responsive programming and systems as well as improve their quality. The ideal candidate has a desire to work in a collaborative and inclusive culture, and a passion for youth empowerment through writing, publishing and academic growth.

Skills and experiences: 826 Boston recognizes that impostor syndrome and the confidence gap might prevent some applicants from applying. Few candidates will have all of the relevant experience listed below, but 826 Boston is committed to assessing candidates with transferable skills and a willingness to be trained for this role.

- A variety of effective tutoring practices and flexible volunteer coaching strategies
- Strong skills with Zoom video conferencing
- Interest in and flexibility with a variety of academic subjects, including English, math, science, and social studies (content knowledge in all subjects not required).
- Strong organizational skills
- Proactivity in identifying and addressing issues and asking needed questions. Strong problem-solving skills
- Ability to work effectively independently and as part of a team
- Strong oral communication skills with children and adults
- Good self-awareness and attitude towards growth
- Strong written communication and editing skills preferred
- Fluency in Somali, Arabic, or Spanish is preferred but not required
- Experience with Google Suite (Docs, Sheets) preferred

Compensation: \$15 per hour for 20 hours per week with the following schedule: Mondays and Wednesday 3:30-8:30 PM, Tuesdays and Thursdays 2:00-7:00 PM.

This is a non-exempt, temporary, part-time position that reports to the Out-of-School Time Program Coordinator. The ideal start date for this position is between November 15, 2021 and January 5, 2022, with the position ending on June 24, 2022. **Applications will be considered on a rolling basis, and no applications will be accepted after 11/11/21. In addition to this application, please also complete the following form (<https://tinyurl.com/826jobapp>) and note the confirmation code shown upon completion of the form, which you will be asked to share below. The code is universal for all applicants and is used to verify completion of the form.**

826 Boston Diversity, Equity, and Inclusion Statement

At 826 Boston, we honor and actively work toward diversity, equity, and inclusion (DEI) across our organization. We are committed to centering the voices of the students who we serve, to creating inclusive spaces, and to incorporating feedback from our community into our decision-making processes. Our DEI lens is always evolving through the courageous conversations in which we participate and the relationships that we build through our work and service. We strengthen our cultural competency through experience, training, and feedback, which informs the development of all new organizational practices and goals and the evaluation of all existing procedures.

826 Boston is dedicated to providing a platform for student advocacy through writing and publishing opportunities. In our work and mission, we are committed to dismantling white supremacy culture by recognizing that we are complicit in systems of racism and oppression. We will work to hold ourselves accountable in addressing these harmful structures and behaviors. To learn more about our DEI Action Plans across the organization, [please click here](#).

About Us

826 Boston is part of a national network of youth writing centers, co-founded by the award-winning author Dave Eggers and educator Nínive Calegari, that were named in GOOD Magazine's "30 Places We Want to Work." Since opening in 2007, 826 Boston has delivered its free youth writing and tutoring programs to more than 29,000 students and has been recognized by *The Boston Globe* as one of the best places in the city to volunteer. 826 Boston's youth writers have published their work in *The New York Times*, *The Boston Globe*, and in numerous award-winning 826 Boston books, including *A Place for Me in the World*, which was hailed as a "triumph of middle school education" by *The Boston Globe*. In 2014, the 826 network garnered the American Literacy Prize from the Library of Congress for its pioneering work to eradicate illiteracy in the United States.

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