



**The Emily Shane Foundation  
SEA (Successful Educational Achievement) Program 2024-2025**

**Mentor/Tutor Part-time Position (In-Person and/or Remote)**

The Emily Shane Foundation, a registered 501(c)3 nonprofit charity organization, is dedicated to empowering underserved/disadvantaged middle school students who risk academic failure. Our comprehensive, unique educational initiative, the SEA (Successful Educational Achievement) Program, provides academic tutoring and mentorship to these children to guide them to reach their best academic and personal potential. We are committed to helping these students realize their aspirations and fulfill their dreams.

**Description:**

- This position will formally begin shortly after the commencement of the 2024-2025 academic school year; we hire continuously throughout the school year as we aim to serve as many students in need as possible.
- Mandatory training is required, typically conducted via Zoom, possibly in-person, lasting approximately 1.5-2 hours.
- Commitment: Ideally, candidates would commit to working with one or more students for the entire academic year, accommodating scheduling differences between fall and spring semesters. However, participation for either semester is possible. The minimum commitment is one hour, twice weekly Monday through Friday.
- Candidates can choose to work with one or more students based on their schedule and availability.

**Specifics:**

- The SEA Program operates as an after-school program, with mentor/tutors meeting each student for a minimum of one hour, twice weekly. Candidates must be available for a minimum of 2 hours per week during flexible after-school hours, typically between 2-6 PM PST, Monday to Friday. Your availability will be matched with students and specific site hours accordingly.
- Mentor/tutors are responsible for effectively tutoring students in all middle school academic subjects. The focus would be in key subjects in which the student(s) is failing: math, science, history, and English. They assess the student's learning style, reasons for academic challenges, develop and build a rapport to discern if other factors are affecting their academics, such as home life or social issues.
- The mentor/tutor is also expected to help the student acquire essential organizational and study skills.
- Other responsibilities include addressing missing assignments, incomplete work, preparing for tests and exams, and all related to the student's academics. In addition,

communication with staff, teachers, counselors, and parents/guardians is required as necessary.

- Mentorship is integral, requiring the building of a positive rapport with students to maximize results. The key to success is fostering a positive relationship with the mentee.
- Mentor/tutors are expected to be proactive and creative in addressing specific student challenges, utilizing various strategies such as reaching out to teachers, creating practice tests and quizzes, using online resources, and implementing interactive learning methods.
- Weekly email recaps with a photo or screenshot, along with entering the student's requested good deeds on the foundation's website during sessions are required.
- Bi-monthly online reports and semester surveys/questionnaires provide assessment feedback and will be required.
- Site meetings are conducted each school term for mentor/tutors to exchange ideas and share successful strategies.
- Tracking student grades on a provided progress document and recording monthly progress is essential, with grades posted on the student's school online portal.

**Desired Skills:**

- Solid knowledge of all middle school subjects to effectively teach them to the student(s).
- Must possess organizational skills, responsibility, conscientiousness, and respond promptly to communication.
- Ability to convey knowledge and concepts tailored to the individual student's learning style.
- Relate well to others, demonstrate active listening skills.
- Enjoy working with children and have a passion for this type of work.
- Other desirable qualities include a strong sense of accountability, integrity, and excellent communication skills.

**Please note:**

- In addition to paperwork for the foundation, which includes a liability waiver and an NDA, there will likely be additional paperwork to be completed, as per the requirements of the specific school site(s) to which the mentor/tutor is assigned.
- This position can be challenging at times, but is always rewarding!
- Required DOJ clearance.
- Proof of TB test is required at many sites. (Must be conducted within 60 days of commencing work.)