



Work Study Learning Partner/Tutor Role Description

Believe in the dream and come weave dreams with us!

PURPOSE: Work Study Learning Partners/Tutors are school-based, academic-focused mentors assigned to a program site for one semester or longer to support either 1st-3rd graders in Literacy or 1st-9th graders in Math. They are assigned to work with youth at least 2 days a week for at least 4-6 hours a week; additional days and hours are also available. Elementary and middle school assignments are typically after school from approximately 3-6 pm during the fall and spring semesters. Summer semester hours vary between 10 am and 3 pm.

High school assignments are typically for 3 hour increments between 10 am and 3 pm (Boulder sites) and from 3:30-6 pm (Longmont and Carbon Valley/Frederick sites) during the fall and spring semesters. Summer semester focuses primarily on credit recovery weekdays from 10 am-3 pm.

Work study Learning Partners/Tutors work under the direct supervision of the Program Director and their team. All Learning Partners/Tutors are expected to act as positive and stable role models for Dreamer Scholars.

Program sites are located in the cities of Boulder, Lafayette, Longmont, and Carbon Valley/Frederick.

MISSION: Our mission is to partner with youth and their families as they successfully navigate school, college, and career by providing a holistic academic, social, and emotional program from elementary school through college, along with postsecondary scholarship assistance.

VISION: Our dream is a world where every child has equitable access to the educational and career opportunities that will ignite their innate potential.

PRIMARY RESPONSIBILITIES:

Work Study students report to their assigned program site staff members: Program Director, Program Specialist, and/or AmeriCorps team member. Work Study students' tasks and responsibilities include supporting the program site staff with:

- Planning and implementing age-appropriate Literacy and/or Math activities and lessons
- Supporting Dreamer Scholars either one-on-one or in small groups primarily with reading, and literacy. Includes supporting staff with lesson planning and instruction.
- Engaging and participating with Dreamer Scholars in daily program activities
- Holding Dreamer Scholars to high standards and encouraging them with their postsecondary and career goals
- Acting as a positive, stable and reliable role model
- Abiding by the Volunteer Code of Conduct and Program Site Expectations and Rules

REQUIREMENTS:

- Must submit an application online located on our volunteer information and application page
- Must be at least 18+ years old
- Must have reliable transportation
- Must qualify and be approved for work study with your institution* and verified by IHDF
- Genuine interest in IHDF's mission
- Interest in supporting youth in academics
- Available at least two afternoons (4-6 hours) a week for a full semester
- Experience working with youth formally or informally, preferably with a nonprofit
- Interview with the Volunteer Director or Volunteer Coordinator and a Program Director
- Must pass a background check
- Sign a media release, release of liability and code of conduct
- Attend training at the assigned program site
- Willingness to adjust/adapt and inclusively collaborate with IHDF staff from a cultural and equitable perspective

KNOWLEDGE, SKILLS AND ABILITIES:

- Competence in the age/grade level subject matter assigned to support
- Exceptional problem-solving and analytical skills pertaining to academics - specifically mathematics and/or literacy.
- Demonstrated organization and time management skills

- Demonstrated ability to engage youth and lead small groups
- Demonstrated commitment to Social Justice, Diversity, Equity, and Inclusion and willingness to engage in ongoing cultural competency learning opportunities
- Maintain confidentiality as appropriate
- Ability to follow instructions and supervision from program staff
- Ability to listen earnestly and identify student needs
- Bilingual English/Spanish proficiency desirable

PHYSICAL AND COGNITIVE REQUIREMENTS NECESSARY TO PERFORM

THIS JOB: Strong problem-solving, analytical, and cognitive skills. Must be able to talk, read, and communicate effectively.

PERKS/BENEFITS:

- Lots of support, recognition and appreciation!
- Knowing you made a vital contribution to support a worthwhile mission to empower children from under-resourced communities to succeed in school, college, and career.
- Student Sick Leave: Effective 1/1/2021 in accordance with the [Healthy Families and Workplace Act](#), all student employees will accrue sick leave. The accrual rate will be 0.034 hours for every hour worked. For example, if a student works 30 hours in a week, they earn 1.02 hours of paid sick leave.

COMPENSATION:

- \$16 per hour to start with potential for increase for returning students each semester
- Flexible schedule Monday through Friday

Please apply online [here](#). ***Note: Work study students complete the same application as our volunteers and community partners. Please indicate Work Study and Learning Partner/Tutor as your area of interest.**

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