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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