



**Employment Opportunity**  
**Lead Tutor - RBC Youth Empowerment Program**  
**Temporary Part Time Position**

The Calgary Bridge Foundation for Youth (CBFY) is a charitable not for profit youth focused family centered hub that gives power of voice to immigrant and refugee children, youth and families. CBFY is in its 30<sup>th</sup> year of services and is a core leader within the youth domain in the Calgary settlement and integration sector. CBFY works in collaboration with the two public schools in Calgary, Calgary Board of Education and Calgary Catholic School district to ensure that youth and their families are equitably engaged to thrive and not merely to survive. In any given year the organization supports over 13,000 individuals.

Five factors are critical to CBFY's future success. These are 1) quality and sustainability of programming, 2) accessibility to families and individuals, and presence in the community, 3) engaged employees and volunteers, 4) accurately and credibly measured outcomes and 5) impact and expand capacity to meet the need. Employees are evaluated on organizational priorities and the following competencies, measurement, decision making, communication, continuous learning and positive relationships.

**About the position:**

Under the direction of the Program Manager, Program Supervisor, the RBC Senior Tutor will be responsible to tutor immigrant and refugee youth in Grades 10-12. With guidance from our Program Coordinators you will assist in helping youth reach their academic goals, provide support as well as teach life skills to help youth be more successful in their education. Ideal candidates are people who are adaptable, patient, dependable, organized and can teach learning concepts to youth with varying English comprehension levels.

**Scope of Duties and Responsibilities:**

- Tutor small groups of high school youth in one or more of the Alberta Senior High School curriculum subjects: Math, Sciences, Social Studies and English/ Language Arts
- Create engaging workshops for youth to develop life skills
- Build positive relationships providing support and guidance
- Attend program consistently and work with coordinator in order to maintain program logistics such as announcements, giving out forms, assessing student scholastic, social and emotional needs and providing program plan, coordinating students to get extra help from tutors and volunteers, promoting program within school activities
- Collect data from students such as registration, student information, pre/post surveys, report cards, testimonies, post-secondary information, field trip forms and inputs data for evaluation purposes
- Input and compile data for evaluation purposes
- Lead and supervise children and youth on occasional field trips

*The duties and responsibilities outlined above are representative but not all inclusive. Other related duties as required.*

**Hours of Work:** Shifts available Mondays through Thursdays between 3:15 pm-6:00 pm and occasional Saturdays. 20-25 hours per week.

**Qualifications and Requirements:**

- Experience working with immigrant and refugee youth is an asset
- Preference given to applicants who can tutor Math, Physics, Biology, Chemistry and Science, Social Studies and English/Language Arts
- Previous tutoring and leadership experience is considered an asset
- Fluency in another language other than English is an asset
- Must be available to attend mandatory paid trainings
- Must be able to work in a hybrid environment (Virtual and in-person)
- Preference given to those who can work 4 days per week

This is a contract position ending on December 31<sup>st</sup>, 2021.

Please submit your resume and cover letter [here](#). This position is open until filled. We thank all candidates who apply. Only those selected for an interview will be contacted. No phone calls please. The Calgary Bridge Foundation for Youth provides equal opportunity employment and encourages applications from all qualified persons. Visit our website at [www.cbfy.ca](http://www.cbfy.ca)