



Employment Opportunity
High School Tutor/Facilitator (Multiple positions available)
Contract Part time positions - ending Dec 31, 2022
Closing Date: Until suitable candidates are found

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 has spent a quarter-century serving refugees and immigrant youth and their families. Over the years we have assisted the settlement and integration journeys of tens of thousands of youth and their families: helping them through the “indispensable chapter” of their life transitions. We have consistently striven to expand our capacity to better meet these needs.

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.

Job Objective

The Calgary Bridge Foundation for Youth is seeking people to join a motivated team to guide/tutor immigrant and refugee Ukrainian youth in Grades 10-12 via the ‘**Ukrainian Youth Settlement and Belonging Project – UYS&BP.**’ With guidance from our Program Coordinator/s, 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 adaptable, patient, dependable, organized and can teach learning concepts to youth with varying English comprehension levels.

Scope of Duties and Responsibilities:

- Tutor/guide small groups of Ukrainian high school youth registered for the UYS&BP in one or more of the Alberta Senior High School curriculum subjects: Math, Sciences, Social Studies, and English/ Language Arts at congregated high school locations
- Create engaging workshops for youth to develop ‘life skills’
- Build positive relationships and provide support and guidance by engaging Ukrainian youth in an inspirational and respectful manner.
- Incorporate technology wherever possible into programming, instruction, and other supports provided.
- Attend program consistently and work with coordinator 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 other tutors and volunteers and 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
- Ensure that the rules, regulations and policies of the Calgary Bridge Foundation for Youth, the Calgary Board of Education and the Catholic School District are adhered to.
- Ensure the safety and over-all well-being of all youth in the UYS&BP program, including group and/or individual behaviour management and support.
- Ensure that any client files that are developed are kept up to date and confidential.
- Input and compile data for evaluation purposes
- Lead and supervise Ukrainian youth on occasional field trips



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

Qualifications and Requirements

- Education credentials or background in education is preferred
- Experience working with immigrant and refugee youth is an asset
- A valid, up to date Police/security clearance
- A valid 3-year open work permit (if applying as a CUAET resident)
- Preference given to applicants who can tutor Math, Physics, Biology, Chemistry and Science, Social Studies, and English/Language Arts
- Previous tutoring experience is considered an asset
- Reliable means of transportation to get to program locations.
- Fluency in another language other than English is an asset (Ukrainian is an asset although not mandatory)
- Must be available to attend mandatory paid trainings

Please **submit** your resume and cover letter including salary expectations. We thank all candidates who apply. Only those selected for an interview will be contacted. The Calgary Bridge Foundation for Youth provides equal employment opportunity and encourages applications from all qualified individuals. Visit our website at www.cbfy.ca