



**Employment Opportunity**  
**Part time Afterschool Program Tutor**  
**(Up to 20 hours/week ending December 31, 2023)**  
**Multiple Positions Available**

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 33rd year of service and is a core leader within the youth domain in the Calgary settlement and integration sector. CBFY works in collaboration with the two public school boards in Calgary, Calgary Board of Education and Calgary Catholic School District to ensure that youth and their families are equitably engaged to thrive.

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) accurate and credibly measured outcomes and 5) impact and expanded capacity to meet the needs of our clients. 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 Team Lead, the Afterschool Program Tutor will be responsible for tutoring immigrant and refugee youth clients of the Calgary Bridge Foundation for Youth.

**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.
- Engage youth, build positive and respectful relationships by providing inspiration, support, and guidance.
- Assist in maintaining accurate program records including incident reports and attendance.
- Ensure all program participants are treated with respect and integrity by fostering a safe environment where participants are encouraged to try new things.
- Ensure the safety and well-being of all youth in the program, including group and/or individual behaviour management and support.
- 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.
- Support program staff in ensuring that client files are kept up to date and confidential.
- Ensure the safety and well-being of assigned classroom group at all times.
- Ensure the physical and mental well-being of all program participants.
- Supervise and lead program participants' during off-site field trips.
- Provide Team Leads/ Coordinators with feedback regarding the needs of program participants.
- Create and maintain positive relationships with parents, school contacts, and community partners.

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

**Qualifications & Requirements:**

- Preference will be given to applicants who have completed or are pursuing a degree/diploma in education, social work, human services, or a related discipline.
- Preference given to applicants who can tutor Math, Physics, Biology, Chemistry, ELA, and Social Studies.
- Must have tutoring experience and expertise in the Alberta curriculum at the High School level.



- Previous experience working with refugee and newcomer populations preferred.
- Previous experience working with immigrant families from diverse cultural and linguistic backgrounds. Fluency in another language other than English will be considered an asset.
- Advanced written and spoken English.
- Previous experience facilitating and presenting to small and large youth groups.
- Reliable means of transportation to get to program locations.
- Current Standard First-Aid CPR C with AED certificate or willingness to obtain one prior to commencement of employment.
- Police Clearance or willingness to obtain one prior to commencement of employment.
- Child Intervention Check Clearance or willingness to obtain one prior to commencement of employment.
- Must be available to attend mandatory paid trainings.
- Candidate must be flexible to work in a hybrid environment (virtual and in-person).

**Please submit your resume and cover letter.** 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)