



## Job Description

**Job Title:** Community Hub Initiative Tutor Intern (Non-Exempt, Part-Time)  
**Reports to:** Community Hub Initiative Coordinator  
**Location:** EETC-1245 Howard St, San Francisco CA  
**Salary Range:** \$16.50 per hour (This duration of this position is 3-6 months)

**Deadline to Apply:** Open Until Filled

### Organizational Overview

Success Centers (SC) is a non-profit corporation founded in 1983 by Superior Court Judges who saw the need to improve the educational and vocational outcomes for the youth engaged in the juvenile justice and foster care systems. Since then, SC has grown to provide comprehensive workforce development and education services to youth and adults who face multiple barriers to career development. SC envisions a vibrant and just society that inspires individual transformation, and understands the key role that workforce development plays in creating meaningful and productive lives.

### Program Overview

Success Centers is a Bay Area based non-profit that offers meaningful education and employment services for TAYs (Transitional Aged Youth and young adults, ages 18 – 24) so they may develop a positive self-image as well as a sense of hope and purpose for their future. With raised expectations for their success, Success Center teaches, guides, counsels, and mentors participants through GED classes, service learning, job readiness workshops and life skills training with linkages to employment, workforce training and post-secondary education.

### Position overview

Under the supervision of the CHI Coordinator, the CHI Tutor Intern will provide logistical and program support to the Hub participants Monday through Friday from 12.00pm to 4.30pm.

### Job Tasks

Specific responsibilities include:

- Help students in navigating the virtual system and addressing the challenges with virtual/distance learning.
- Under the CHI Coordinator's supervision, provide academic support to students as needed.

**Administrative Offices** • 146 S. Spruce Street • South San Francisco, CA 94080 • 415.688.7970

**Career Center** • 1449 Webster Street • San Francisco, CA 94115 • 415.549.7000

**Employment, Education & Training Center** • 1245 Howard Street • San Francisco, CA 94103 • 415-575-0423

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- Ensure all program equipment and supplies are maintained, tracked and protected at all times.
- Monitor site compliance with Department of Public Health Covid-19 guidelines.
- Maintain the daily cleanliness of all shared program spaces.
- Establish and maintain positive and safe learning environment
- Dedicate 5-hrs per week to professional development, career exploration and career preparation.
- Other tasks as assigned

**Qualifications:**

- High School Diploma/GED
- Excellent technology skills (familiar with Google docs & sheets, Excel, etc.)
- Ability to work with ethnically diverse populations
- Pass TB health clearance and fingerprint clearance
- Bilingual is a plus.

Success Centers is an equal opportunity employer. This opportunity is at-will and is dependent on the availability of funds. To apply please forward your resume and a cover letter to [rlachaux@successcenters.org](mailto:rlachaux@successcenters.org).

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