



# HORIZONS UNLIMITED OF SAN FRANCISCO, INC.

## LIFEWORKS EMPLOYMENT PROGRAM ACADEMIC RESOURCE SPECIALIST, PART-TIME (25 hrs/wk) POSITION DESCRIPTION AND JOB ANNOUNCEMENT

Union Position

Horizons Unlimited of San Francisco, Inc. (Horizons), established in 1965, is a community-based organization located in the Mission District and offers substance abuse prevention, treatment, employment, mental health, and gender-specific services, for Latino and other youth of color, ages 12 to 26, and their families residing in the Mission District and the city and county of San Francisco.

**Position Title:** LifeWorks Academic Resource Specialist  
**Reports To:** Program Director, Employment and Prevention Programs

**Program Summary:** The LifeWorks Employment Program is a youth workforce development program of Horizons that provides job readiness, life skills development, career exploration, academic support, and worksite placement for youth, ages 14-24, currently on, or recently released from, formal or informal probation. The program model currently includes a LifeWorks Program Cohort (youth ages 14-17) and a Transitional Age Youth Cohort (youth ages 18-24) with a differentiated curriculum and workshop schedule. The program overall is offered year-round via 2 cycles: Summer (6-8 weeks, 20 hours per week) and Fall (32 weeks, 10-12 hours per week). Youth are paid the current minimum wage and are placed at a variety of local non-profit, government agency, and private sector worksites for work experience.

**Position Description:** The Academic Resource Specialist (ARS) leads the educational/postsecondary component designed and developed to build a connection between academic achievement and personal/professional success. Staff implements organized activities during after-school programming hours (2:00 pm-6:30 pm daily) i.e. Postsecondary Planning, Tutoring, GED prep, SAT prep, distance learning support, weekly Academic Workshops, as well as weekly, 1-on-1 academic and wellness check-ins during the program hours to further support youth in reaching educational/academic/personal goals outlined in their work/transition plans. As essential workers, staff has returned to a staggered and minimal onsite/in-office presence, with current activities provided virtually and continuing to be assessed for in-person opportunities. Staff should be prepared to provide in-person learning when appropriate.

The ARS must be an enthusiastic, highly motivated individual who will support program participants in improving overall academic performance, monitor school progress with counselors and teachers as necessary, provide strong mentorship and create a supportive environment for the participants throughout the program session. The candidate should possess a love for learning, have strong connections with colleges and vocational/trade programs, and have extensive experience working with the target population.

### **Duties and Responsibilities:**

- Work closely with the Program Coordinator to implement the educational/academic and postsecondary component.



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- In collaboration with the Program Coordinator, collect key information that contributes to the youth-driven work/transition plan including academic standing, strengths/weaknesses, barriers; career goals, aspirations, barriers.
- Provide organized activities during after-school hours (2:00 pm-6:30 pm) (accommodations will be made for TAY and youth with a flexible schedule) that include: Postsecondary Planning; Tutoring/homework assistance in all necessary (California Core Standards) subjects, e.g., Science, Mathematics, English, History/Social Studies, and other related subjects, as needed; GED/SAT, Cyber High support, distance learning support, etc.
- Maintain strong communication with guidance counselors/parents/youth to assess and monitor academic progress, e.g., review student transcripts, communicate with school counselors/teachers to ensure youth are meeting school requirements and working towards a diploma, GED, and/or college.
- Research and develop a list of vocational, training, and trade programs, from which youth can benefit.
- Facilitate workshops related to educational/academic and postsecondary (i.e. College Access, Financial Aid, EOPS, scholarships/internships, etc.).
- Recruit guest speakers to support educational enrichment workshops in their field of expertise.
- Plan and organize educational enrichment activities/outings and college tours.
- Ensure that tutoring spaces (both physical and virtual) are equipped with appropriate resources and develop/maintain a current physical/digital resource library.
- Find cost-effective resources (i.e. online, etc.) for students who need additional assistance.
- Assist participants in problem-solving and goal setting.
- Maintain weekly attendance and progress notes for each participant receiving academic support.
- Ability to use CMS system for all documentation.
- Submit monthly reports to the Program Director.
- Other duties as assigned by the Program Director, Employment and Prevention Programs.

### **Minimum Qualifications:**

- Undergraduate degree in social sciences or related field and/or equivalent experience providing direct services for youth in a non-profit setting.
- Experience providing educational support, postsecondary planning, and/or tutoring for at-risk youth and/or diverse populations.
- Ability to tutor youth in high school core subjects (Math, English, History, Sciences, etc.)
- Knowledge of virtual tutoring and support sites.
- Demonstrated ability to effectively multi-task and work under challenging circumstances.
- Strong communication, organization, and follow-through skills.
- Flexibility in adapting to the circumstances and needs of the youth.
- High comfort level working with at-risk youth and ability to develop positive rapport with the youth in both one-on-one settings as well as group settings.
- Proven track of reaching ambitious goals for student achievement.
- Strong lesson planning skills and instructional style.
- Effective at data analysis and using data to inform work/transition plans.
- Experience using the following digital platforms: Zoom, Google Classroom, Google Suite, Canva, Adobe Acrobat, and Adobe Software.



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- Must be able to clear a TB test before the first day of employment.
- If in recovery, must be clean and sober for a minimum of 2 years.

### **Desired Qualifications:**

- Bilingual English/Spanish preferred.
- Connections to vocational, training, and trade programs.
- Ability to solicit donations for college tour outings and other academic enrichment activities.

### **Compensation and Benefits**

This position is part-time, permanent, after successful completion of a 6-month probationary period. Core work hours are 2:00-6:30 pm, however, adjustments may need to be made to accommodate programming. Eligible for benefits (medical, dental, vision plan, accidental life, and AD&D insurance) on the 1<sup>st</sup> of the month following 1 full month of continuous employment. Other benefits include paid vacation, sick leave, and holidays. Hourly wage starts at \$21.50.

### **Date Posted:**

March 30, 2021

### **Application Deadline:**

Open Until Filled.

### **Application Process**

Submit a cover letter and resume to Nancy Abdul-Shakur, Program Director, Employment and Prevention Programs, via email at [nancy@horizons-sf.org](mailto:nancy@horizons-sf.org), or via mail to 440 Potrero Avenue, San Francisco, CA 94110.

**Horizons Unlimited of San Francisco, Inc. is an equal opportunity employer and does not discriminate on the basis of race, culture, age, disability, gender, or sexual orientation.  
Women and People Of Color Are Encouraged To Apply.**

**Pursuant to the San Francisco Fair Chance Ordinance, we will consider employment-qualified applicants with arrest and conviction records.**