



## **HORIZONS UNLIMITED OF SAN FRANCISCO, INC.**

### **POSITION DESCRIPTION AND JOB ANNOUNCEMENT**

#### **LifeWorks Employment Program, Part-Time Academic Resource Specialist (25 hrs/wk)**

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, to Latino youth 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 Employment Academic Resource Specialist

**Reports To:** Program Director, Employment and Prevention Programs

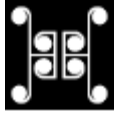
**Program Summary:** The LifeWorks Employment Program is a youth workforce development program of Horizons that provides job readiness, life skills development, career exploration, academic support, and worksite placement for youth, ages 14-21, currently on, or recently released from, formal or informal probation. The program model currently includes a LifeWorks Program Cohort (youth ages 14-17) and a Transitional Age Youth Cohort (youth ages 18-21) with a differentiated curriculum and workshop schedule. The program overall is offered year round via 2 cycles: Summer (6 weeks, 20 hours per week) and Fall (32 weeks, 10 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 (4:00pm-6:00pm daily) i.e. Postsecondary Planning, Tutoring, GED prep, SAT prep, Cyber High support, and offers daily drop-in hours for in-school youth with flexible school schedules and out of school youth to further support youth in reaching educational/academic goals outlined in their work/transition plans.

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.
- In collaboration with the Program Team (Coordinator and Worksite Supervisor) collect key information that contributes to the youth-driven work/transition plan including academic standing, strengths/weaknesses, barriers; career goals, aspirations, barriers.
- Compile and analyze assessment data (SCANS) to inform youth goals.

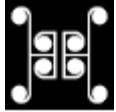


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- Provide organized activities during after-school hours (4:00pm-6:00pm) as well as daily drop in hours (for TAY and youth with flexible schedule) that include: Postsecondary Planning; Tutoring/homework assistance in all necessary (Core) subjects, e.g., Science, Mathematics, English, History/Social Studies, and other related subjects, as needed; GED/SAT, Cyber High 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 the tutoring room is equipped with appropriate resources and develop/maintain a current resource library.
- Find cost-effective resources (i.e. online, etc.) for students who need additional assistance.
- Maintain weekly progress notes for each participant receiving academic support.
- Assist participants in problem solving and goal setting.
- Complete mandatory state compliance and other training.
- 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.)
- 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.
- Must be able to clear a Tuberculosis (TB) test before the first day of employment and annually.
- Policy requires all staff to be vaccinated for COVID-19 or have an approved reasonable accommodation.
- Complete annual recurrent required training.
- This position is under the SEIU 1021 collective bargaining agreement and is subject to enrollment.
- If in recovery, must be clean and sober for a minimum of 2 years.



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### Desired Qualifications:

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

### 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 1st of the month following 1 full month of continuous employment. Other benefits include paid vacation, sick leave, and holidays. The starting hourly wage for this position is \$25.00.

### Date Posted:

October 18, 2022

### Application Deadline:

Open Until Filled

### Application Process:

Submit cover letter and resume by email at [officeadmin@horizons-sf.org](mailto:officeadmin@horizons-sf.org) or mail to 440 Potrero Avenue, San Francisco, CA 94110.

COVID-19 advisory: Horizons operates as an essential service organization and has implemented a COVID-19 Recovery Plan that documents operations, safety protocols, and guidance for the safety of staff and provision of services in accordance with local, state and other Health Orders and guidelines. At the time of this posting, services will primarily be offered in-person, onsite or in local high schools. This is subject to change and Horizons reserves the right to make changes to its Recovery Plan, processes, policies and practices at its discretion.

**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 for employment qualified applicants with arrest and conviction records.**