



## After School Tutoring Coordinator

### WE ARE SEEKING

An After School Tutoring Coordinator for BFI's satellite location in the Yesler Terrace Mixed Income Housing development that opened Fall 2017. This person will coordinate our after-school tutoring and writing programs, lead volunteer recruitment efforts in the Yesler community, and collaborate with colleagues at our Greenwood headquarters to promote BFI's engaging approach to writing.

### ABOUT BFI

BFI is The Greater Seattle Bureau of Fearless Ideas. Formerly known as 826 Seattle, BFI is a nonprofit writing and tutoring center dedicated to helping youth, ages 6 to 18, improve their creative and expository writing skills, and to helping teachers inspire their students to write. Our services, all offered free of charge to students and families, are structured around our belief that great leaps in learning can happen with one-on-one attention and that strong writing skills are fundamental to future success.

### ABOUT THE PERSON WHO JOINS US

The BFI After School Coordinator must share our passion for the work we do, our care and concern for children, and our belief that strong communication skills are important to everyone. Our Yesler Terrace program is set in an incredibly vibrant & diverse Seattle Housing Authority community. We are looking for someone who can create healthy connections across a variety of languages, ages, developmental stages, cultures and ethnic groups. To best serve this community, our new hire should have the innate ability & lifetime experience to hold up a mirror for our young folks so that they can reflect on their best selves. Our staff and volunteers are characterized by an irreverent humor, a profound love of stories and an ability to not take ourselves too seriously. If you have the desire to do this kind of work with the energy, passion and inventiveness required to fit in, please apply.

We are looking for someone who:

- Is a caring, friendly and thoughtful person who can represent BFI programs and our organization when meeting new students, families, volunteers, educators and partners.
- Has a strong passion for writing.
- Is comfortable working with youth of all ages.





- Is knowledgeable about or willing to learn about Social Emotional Learning and growth mindset.
- Embraces the challenges of being a pioneer in a new program in a new location within a growing organization.
- Is willing to work flexible hours, including occasional weekends and evenings as needed, and be compensated with flex time.

## SCHEDULE

The weekly schedule will be afternoons and evenings, Monday – Thursday, 20 hours per week. The exact hours are TBD based on our program needs in conjunction with the new coordinator's schedule.

## YOUR EXPERIENCE

### Required

- High school diploma or equivalent.
- Ability to thrive and multitask in a noisy, vibrant environment.
- A capacity for deep kindness and firm boundaries.

### Preferred

- Has two years of experience working in youth development or education.
- Demonstrated ability to create a fun, engaging, and productive learning environment for elementary and/or middle school students.
- Possess excellent creative writing skills.
- Comes from or has worked with students and families in the Yesler Terrace community.
- Can speak one or more languages commonly spoken in the Yesler community: Somali, Vietnamese, Umpharic, Amharic.

## POSITION RESPONSIBILITIES

- Reports to the Yesler Programs Manager in order to create a learning environment and physical space that is fun, respectful, dynamic and unique.
- Designs and facilitates writing clubs based on student and volunteer interest with the support of volunteers.





- Supports the After School Tutoring program by planning and taking part in meetings and events: such as family potlucks, volunteer appreciation events, volunteer outreach events, partner organization meetings, workshops, and
- Supports the After School Tutoring program by opening or filling in for other staff.
- Recruits, manages and maintains our community of volunteers in cooperation with BFI's staff.
- Participates fully in staff meetings and professional development opportunities.
- Assures that relevant program data is being tracked accurately, including attendance of students and volunteers, surveys and additional evaluation and data collection for the Yesler Terrace After School Tutoring Program.

## COMPENSATION

Hourly, part-time position which pays \$15 – 16 dollars per hour depending on experience.

## HOW TO APPLY

Please send resume, cover letter, and three references to our Operations Manager, Casey Magee (casey@fearlessideas.org). Subject line: After School Tutoring Coordinator.

In your cover letter (not to exceed a page), please detail your specific experience in education youth development, and any other relevant areas, along with why you feel you could be a good fit for this organization.

Priority will be given to applicants that apply before Monday, December 17th.

