

Job Description

Job Title	Mobile SOL Tutor	Job Category	Full time; Temporary position
Work schedule	Monday – Friday, 10:00 AM – 7:00 PM	No. of openings	6
Position start date	May 20, 2026	Position end date	August 4, 2026
Main office	Youth 2 Leaders Education Foundation 1701 Westwind Drive, Suite #116 Bakersfield, CA 93301	Email	pcaballero@y2lef.org See JOB APPLICATION INFO section on next page for further details
Pay Rate :	\$20 / hour Full- Time (Position runs from late May, ending in early August)		
Summary	Since 2008, Youth 2 Leaders has grown to be one of the only nonprofits in the Southern San Joaquin Valley that focuses on helping high school students prepare and access a post-secondary education. This goal is accomplished by providing college readiness programs, scholarships, and support for students entering into a higher education institution. Full time temporary positions are available for individuals who are interested in helping the SOL program this Summer. Tutors will provide summer distant learning services and serve as a tutor to Migrant Education students.		
Minimum experience	Undergraduate student with a valid driving background and hands-on experience supporting community initiatives.		
Job description	Under direct supervision of the Migrant Education Coordinator, the SOL tutor plays a significant role in supporting the SOL program mission and goals. Tutors primary responsibilities are to provide supplementary academic services to migrant children. Tasks will include but are not limited to the following: <ul style="list-style-type: none"> ▪ Provide summer distant learning services under direction of school teachers ▪ Create reading packages according to student’s grade level ▪ Deliver learning packages to students' households throughout the Kern County Area ▪ Make phone calls to student’s parents ▪ Maintain documentation of service hours and data entry in data systems. ▪ Attend meeting led by Migrant Education Coordinator and/or Y2L Staff 		
Minimum qualifications	To be considered for employment applicants must: <ul style="list-style-type: none"> ▪ Have access to or have reliable transportation ▪ Valid Driver's License and proof of current insurance ▪ Ability to speak/write a language other than English, especially Spanish ▪ Able to communicate effectively and work with other team members ▪ Good organizational skills ▪ Experience working in a cross-cultural setting ▪ Computer literate (Windows platform and/or Google platforms). ▪ Physical Requirements: Computer Usage, Telephone, Sitting and driving for long periods of time ▪ Perform general office functions such as answer phone calls, respond to emails, input data in database systems, photocopy, print, etc. 		
Other	Mileage reimbursement Must have a valid Drivers License & valid vehicle insurance		

APPLICATION PROCEDURE: Official job application forms must be completed in full and received in the Y2LEF Office by 5:00 p.m. on/or postmarked by the specified closing date unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed applications or resumes will also be accepted. **GENERAL INFORMATION:** It is the policy of Youth 2 Leaders Education Foundation to hire only United States citizens and aliens lawfully authorized to work



in the United States. All new employees will be required to be fingerprinted and pass TB Clearance, and present documentation verifying their right to accept employment. If hired, Live Scan and TB Clearance must be completed 3 weeks before the camp date. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

Youth 2 Leaders Educational Foundation prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender identity, gender, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, marital or parental status or association with a person or a group with one or more of these actual or perceived characteristics.

EQUAL OPPORTUNITY EMPLOYER



About Youth 2 Leaders Education Foundation

Youth 2 Leaders Education Foundation is a non-profit organization dedicated to ensuring that the next generation of Kern County students has the opportunity to go to college. Our ultimate goal is to increase the number of Kern County youth that attain a higher education at the community college or university of their choice.

Application Procedure:

An application must be completed in full and received in the Y2LEF Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Incomplete or late applications will not be considered or accepted. Resumes are welcomed but will not be accepted in place of the official application. E-mailed applications or resumes will also be accepted.

Application packet must include:

- ✓ Job Application
- ✓ Cover Letter
- ✓ Resume

Selection Procedure: You will be contacted if selected for an interview.

Submit completed application packet to:

Email Address:

pcaballero@y2lef.org

OR

Office Address:

Youth 2 Leaders Education Foundation
1701 Westwind Drive
Suite# 129
Bakersfield, CA 93301

GENERAL INFORMATION: It is the policy of Youth 2 Leaders Education Foundation to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to be fingerprinted and present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

Youth 2 Leaders Educational Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

*****EQUAL OPPORTUNITY EMPLOYER*****

Job Application

Applicant Information

Full Name: _____ Date: _____
Last
First
M.I.

Address: _____
 (Mailing) *Street Address* *Apartment/Unit#*

City *State* *Zip Code*

Phone: _____ Email _____

How did you find out about this position? Migrant Website Friend Other: _____

Have you ever been a participant of the Migrant Education Program? YES NO

Do you have a valid CA driver's license? YES NO

Have you worked for this company before? YES NO If yes, when _____

Have you ever been dismissed from employment? YES NO

If yes, please explain below: *(include reason, employer, position, and dates)*

Education

What is the highest level of education you have completed?	What is the name of the college or university you are currently attending?
Overall GPA?	What is your Major?

Previous Employment

Begin with your most recent employer. Include all relevant employment and experience within the last 3 years.

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Reason for leaving: _____

Responsibilities:

May we contact your supervisor for a reference? Yes No

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Reason for leaving: _____

Responsibilities:

May we contact your supervisor for a reference? Yes No

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Reason for leaving: _____

Responsibilities:

May we contact your supervisor for a reference? Yes No



I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____

Date: _____