



JOB APPLICATION INFO

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.

The Y2L Tutors are providing weekly tutoring services within a school site during after school hours in the following core course subjects: reading, writing, and mathematics. The Y2L Tutor acts as an additional guide to supplement students' learning. This service seeks to support already existing after school programs to help engage students' experience. This program is available throughout the West Kern campuses and regional area of Bakersfield.

Including: Maple, Semitropic, Lost Hills and Elk Hills.

Applicants interested in becoming a Y2L Tutor must be able to fulfill the following duties and responsibilities, possess a positive attitude, and meet the qualifications below in order to be considered for this position.

Applicants are required to work 10-20 per week Monday through Friday on non-holidays during after school hours on-campus at their campus or an approved location without any conflicts.

Tasks will include but are not limited to the following:

- Attend all scheduled tutoring sessions and notify the Y2L Staff if a session must be cancelled.
- Be prepared with work materials and supplies: employee binder, devices, and student materials.
- Prepare for tutoring sessions by reviewing any notes, handouts, and/or bookwork.
- Be punctual, begin all sessions promptly, use time for academic tasks, and focus on the student's needs.
- Assist students set academic, personal goals, and monitor progress toward those goals.
- Assist students with career building goals and monitoring progress.
- Dress and act professional at all times.
- Maintain absolute confidentiality with regard to academic progress and/or personal information concerning students.

Qualifications and Selection Criteria:

- Applicant must have GPA 3.0 or higher.
- Applicant should have good communication and public speaking skills, and must be comfortable speaking to small-to-large groups.
- Applicant should have experience in working with diverse groups and populations.
- Work cooperatively and effectively with fellow peers, staff, and administrators while maintaining a professional rapport with any and all students, faculty, staff, and administrators.
- Applicant should have a positive attitude, great enthusiasm, and be energetic.
- Applicant must be responsible, detail-oriented, and dependable.
- Applicant must be able to multitask in order to respond well to changing needs and situations.
- Bilingual in Spanish and English- Preferred.

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
College Transcripts
Resume

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

Submit completed application packet to:

Email Address:
jarias@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

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 Education Website Friend
Other: _____

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 convicted of a crime ? YES NO

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?
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

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: _____

