



Job Description: Part-time Instructor, English & ACT Reading and English

Summary

Carolina Youth Coalition (CYC) is seeking a dynamic and mission-driven Part-Time Instructor to support high-achieving, under-resourced high school students in English Language Arts and ACT English & Reading preparation. This in-person role will span from August 2025 through June 2026, with consistent weekly hours during the school year and additional responsibilities on select Saturdays.

The Instructor will lead ACT Prep classes, teach Academic Success and Writing Workshops, provide 1:1 or small group academic support, and assist with general program needs. This position is in person and requires travel to our two Charlotte campuses:

- Southwest Campus: 4200 Sandy Porter Road, Charlotte, NC 28273
- East Campus: 6035 Florence Avenue, Suite 200, Charlotte, NC 28212

Key Responsibilities:

- Teach ACT English and Reading prep classes to high school juniors and seniors at both CYC campuses.
- Facilitate Writing Workshops and Academic Success (AS) workshops for underclassmen (e.g., study skills, time management, test-taking strategies, grammar, and writing fundamentals).
- Provide academic support and tutoring to Fellows in English Language Arts content areas.
- Support program operations as needed (e.g., updating data, meeting with Fellows to discuss academic plans).
- Facilitate and support five full-day Saturday ACT Boot Camps throughout the year (*tentatively scheduled for: Aug 23, Nov 22, Feb 28, May 30, June 27*).
- Complete paid ACT training and prepare to deliver CYC's ACT curriculum effectively.
- Attend and execute high-quality lessons using provided curriculum materials.

Weekly Schedule:

- **Mondays:** 4:00 PM – 7:00 PM
- **Tuesdays:** 3:30 PM – 7:00 PM
- **Thursdays:** 4:00 PM – 7:00 PM
- *Some flexibility may be required depending on program needs.*

Qualifications & Experience:

- Bachelor's degree required, ideally in English, education, writing, or a related field.
- Teaching or classroom instruction experience strongly preferred (especially with groups of 20+ students).
- Prior experience tutoring or supporting high school students academically.
- Familiarity with ACT test structure is a plus, but not required—training will be provided.
- Must be self-motivated, dependable, and comfortable managing and engaging groups of students.
- Culturally competent and able to build meaningful relationships with students from diverse and under-resourced backgrounds.
- Must be flexible, collaborative, and willing to learn new strategies and tools to best support CYC Fellows.
- Comfortable with basic technology (Google Suite, Zoom for internal meetings/trainings, etc.)

Compensation & Schedule:

- **Hourly Rate:** \$25–\$30/hour depending on experience.
- **Weekly Hours:** 10–12 hours/week
- **Start Date:** Week of August 11, 2025 (paid training begins prior to program launch on September 8, 2025)
- **Location:** This is an in-person role. Must have reliable transportation to travel between both CYC campuses.

To Apply:

Interested applicants should **email a resume** to **careers@carolinayouth.org**.

Subject Line: *English & ACT Instructor Applicant- [Your Name]*

Use of Proprietary Materials and Conflict of Interest Policy

This position includes paid training to become an ACT instructor and provides access to proprietary instructional materials and platforms licensed through MasteryPrep, LLC.

By accepting this role, the selected candidate agrees that all Carolina Youth Coalition (CYC) and MasteryPrep resources—including but not limited to curriculum materials, technologies, training platforms, and instructional tools—are to be used exclusively for CYC-related programming and with CYC Fellows.

If the selected candidate has previously provided, or plans to provide, ACT preparation services outside of CYC, they are required to disclose this activity to CYC prior to or upon hire for review of any potential conflict of interest. Failure to disclose such activity may result in the rescission of an offer or immediate dismissal.

This clause is intended to protect the integrity and impact of CYC's programs and the Fellows we serve.

About Us

Founded in 2018, Carolina Youth Coalition is a Charlotte, NC-based nonprofit that nurtures and propels high-achieving, under-resourced Fellows to and through college. Our ultimate purpose is to transform the life trajectory of CYC Fellows by helping them fulfill their promise through college and beyond. CYC was founded in February 2018 with seed funding from the Albemarle Foundation and modeled after the highly successful efforts of the Baton Rouge Youth Coalition (BRYC) in Baton Rouge, LA.

Since 2018, CYC participants, called “Fellows,” have earned over \$74 million in scholarships and grants. 76% of Fellows who are attending four-year universities are doing so debt-free. In Fall 2024, CYC Fellows were attending or had graduated from 56 colleges in 22 states!

Why CYC?

There are many high-achieving, under-resourced Fellows throughout our city who have the potential to get into and graduate from top universities and return to their community as leaders and innovators. However, many lack the necessary academic, financial, and social support at this pivotal time in their journey to maximize their full potential. Nationally, just 1 in 10 low-income, first-generation Fellows graduate from college in six years. In Charlotte-Mecklenburg Schools, low-income Fellows enroll in college at 26% while higher-income Fellows enroll at 52%. This disparity is the result of a profound resource gap for under-resourced Fellows that CYC combats through preparing Fellows holistically for college entry and graduation.

Our Values – CYC community members choose to embody:

- GROWTH – Be a work-in-progress.
- OPENNESS – Value difference.
- COMMUNITY - Take care of CYC and one another.
- EXCELLENCE – Invest in your absolute best.
- EMPOWERMENT – Choose to be powerful.

Who We Serve

CYC Fellows are identified through local school and community partners as:

- High-performing – Fellows typically maintain a 3.3 GPA or above
- Under-resourced - Have a family income of <\$60,000 (Pell grant-eligible), will be a first-generation college Fellow, or have demonstrated financial need.

Carolina Youth Coalition is an equal-opportunity employer and encourages applications from individuals of all backgrounds and experiences. We celebrate diversity and are committed to creating an inclusive environment for all employees.