

**Breakthrough Volunteer Tutor/Teacher Application**

**Fall 2018**

**Program Description:** Breakthrough San Francisco is an educational non-profit that supports young people in San Francisco on the path to college and trains outstanding college students for education careers. We are looking for **adults, college students, high school students, and SF Day eighth graders** to volunteer in our after-school program with academically motivated 5th-8th grade students from underserved communities around San Francisco. All programming takes place at **San Francisco Day School** (350 Masonic Avenue at Golden Gate Avenue). All volunteers receive extensive training and ongoing support from Breakthrough’s program staff.

The commitment is one afternoon per week (**choice of** Mon. from **3:30-5:30pm**, Tue. from **4:00-6:00pm,** Wed. from **3:30-5:30pm,** or Thur. from **4:00-6:00pm**), from the week of Oct. 8 to the week of Dec. 3. (**All SF Day students will volunteer during the first hour only - 3:30-4:40pm - on either Mon. or Wed.).**

**TUTORING: Volunteers spend the first part of the afternoon tutoring.** On **Mon. and Wed.**, tutors are matched with particular students for the duration of the semester to allow for consistency and relationship building. On **Tue. and Thur.**, tutors assist students during “study hall,” where students complete their assignments, practice self-advocacy skills, and work on organization. Tutors are expected to supervise study hall and support students at their table groups throughout the entire session.

**TEACHING: Volunteers high school age and older who are interested in an additional leadership opportunity can apply to teach a class as well.** After tutoring on **Mon. and Wed.**, volunteers can teach a self-designed academic/elective class of 5-10 fifth and sixth grade students. Teachers must submit a lesson plan each week and are observed during each lesson. On **Tue.,** in lieu of tutoring, volunteers can teach a literacy class to groups of 10-12 seventh grade students. Teachers will use a pre-written curriculum for these classes. Please note that the number of teaching positions is limited, and that those opting to teach are expected to spend time outside of Breakthrough preparing for their classes.

Please note that these are volunteer positions, and that admission is selective. Successful applicants demonstrate enthusiasm, attention to detail, an interest in educational equity, and ideally prior experience working with middle school students.

*For more information, visit www.breakthroughsf.org or email Michael Duryee-Browner, Director of Curriculum & Instruction, at* [*michael@breakthroughsf.org*](mailto:michael@breakthroughsf.org)*.*

**Application Deadline for SF Day Eighth Graders:** Friday, September 14, 2018

**General Application Deadline:** Friday, September 21, 2018

Completed applications can be submitted via email to [michael@breakthroughsf.org](mailto:michael@breakthroughsf.org) or mailed to:

Michael Duryee-Browner

Director of Curriculum & Instruction

Breakthrough San Francisco

350 Masonic Ave

San Francisco, CA 94118

**Volunteer Commitment**

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| **Mandatory Trainings, Check-Ins, and Events for Volunteers**  1. Volunteer Commitment:   * Week of Oct. 8 to the week of Dec. 3 * No programming on Mon. Oct. 8, the week of Nov. 5-8, and the week of Nov. 19-22   2. Initial Tutor/Teacher Training:   * Wed. Oct. 3 from 5:00-8:00pm   3. Ongoing Tutor Training   * Date: TBD   4. Mid-Semester Check-Ins:   * Week of Nov. 5   5. End-of-Semester Celebration:   * Wed. Dec. 5 from 6:00-7:30pm |

**Time Commitment**

**Weekly Commitment:** Tutors and teachers commit to one afternoon per week, either:

* Mon. or Wed. from 3:30-5:30pm (designated 5th/6th grade days) or
* Tue. or Thur. from 4:00-6:00pm (designated 7th/8th grade days)

On Mon. & Wed., volunteers spend the first hour tutoring. During the second hour, volunteers either continue tutoring or teach an academic or elective class. SF Day students will tutor during the first hour on Mon. or Wed. (3:30-4:40pm) only. On Tue. & Thur., volunteers spend the full two hours in study hall, unless they are teaching/TA’ing a class in the second hour. See schedule below.

**\*After- School Program Schedule (Mon. and Wed.):**

– Snack and All School Meeting (ASM)

– Tutoring

– Recess

– Extended tutoring or academic/elective class

**\*After- School Program Schedule (Tue. and Thur.):**

– Snack and All School Meeting (ASM)

– Study hall

– Recess

– Study hall or 7th grade academic class (on Tue.)

Note: Please keep these pages for reference.



**Please send application to**: Michael Duryee-Browner at michael@breakthroughsf.org or at 350 Masonic Ave, San Francisco, CA 94118

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| **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Gender:** \_\_\_\_\_\_\_\_  **Gender Pronouns** *(ex. he, him, his; she, her, hers; they, them, theirs; etc.)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Birthday (MM/DD/YR):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Circle:** Home or Cell  **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **If you are currently a high school or college student, what school do you attend?**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Graduation Year:** \_\_\_\_\_\_\_\_\_\_\_\_\_  **If you are currently working, who is your employer?**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Availability:**

**Please check the day(s) you are interested in volunteering:**

Monday (3:30-5:30)  Tuesday (4:00-6:00)  Wednesday (3:30-5:30) Thursday (4:00-6:00)

**Which volunteer opportunity are you interested in (check all that apply)?**

* Tutoring/study hall
* Teaching an academic/elective class (such as arts and crafts, creative writing, soccer, etc.) for 5th/6th graders (Mon/Wed)
* Teaching a literacy class for 7th graders (Tue)

**Directions:** Please answer the following questions in complete sentences on a separate sheet of paper (or type them into this document). *Please note that there are separate questions for new and returning applicants.*

**Short Answer Questions (All Applicants)**

1. How did you hear about Breakthrough?
2. Have you previously applied to Breakthrough? If so, when?
3. Have you worked for Breakthrough or any other mentoring, tutoring, or teaching program in the past? If so, for how long and with what age groups? What were your duties?
4. Besides English, in what languages are you *conversationally* *fluent*?
5. What do you consider to be your strongest academic subject area(s)?
6. If you have indicated above that you are interested in teaching a class, please describe the subject(s) you would be most interested in teaching. We offer both traditional “academic” classes such as math and literature/writing, as well as “elective” courses (ex. drama, sports, art, yoga, photography, foreign language, cake decorating, computer science, etc.) **(SF Day students, please skip this question.)**

**Reflection Questions (New Applicants)**

*\*Suggested word count is 75 to 100 words per question.*

1. Why are you interested in volunteering (tutoring and/or teaching) at Breakthrough?
2. Adolescence is often a tumultuous time during which young people need good role models. Tell us why your students will see you as a role model.
3. Who is/was your all-time favorite teacher? What makes them stand out from the rest?
4. What are some of the best ways to maintain a safe, productive, and positive learning environment for middle school students? How will you maintain this environment with your students?
5. ***SF Day Students Only:*** The students in the program will be very close to your age; however, you will be interacting with them as a teacher, not as a peer. What do you think are the benefits and challenges of this situation? How will you balance your role as a teacher and a friend?

**Returning Tutor/Teacher Reflection Questions (Returning Applicants)**

*\*Suggested word count is 75 to 100 words per question.*

1. Why do you want to return to Breakthrough as a tutor and/or teacher?
2. How do you think the students you worked with in the past benefitted from working with you?
3. What was a specific challenge you faced as a tutor and/or teacher? What would you do differently to be more effective with your students?
4. ***SF Day Students (Returners Only):*** As a returner, what are some ways that you can support new SF Day tutors as they transition into this volunteer opportunity?

**\*This page is for San Francisco Day School 8th grade applicants only\***

**For All SF Day Eighth Graders Only**

Please read below, check each box, and have your advisor and parent/guardian sign the spaces below indicating that you have read through and have completed all parts of the application.

Upon acceptance into Breakthrough, you agree to commit to the following dates and times, **and you agree to add these commitments to your family calendar**:

* **Tutoring one day per week:** 3:30-4:40pm on the day of your choice (Mon. or Wed.)
* **Initial Training:** Wed. Oct. 3 from 5:00-8:00pm
* **Ongoing Training:** TBD
* **Mid-Semester Check-Ins:** Week of Nov. 5
* **End-of-Semester Celebration:** Wed. Dec. 5 from 6:00-7:30pm (Families are welcome to attend)

Please note that the application is not complete without the following required signatures.

Student Signature Parent/Guardian Signature

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Advisor Signature

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