



Position Title: Advisor, Summer Program

Job Type: Temporary, Full-Time, Non-Exempt

Location: San Francisco, CA

About SMART

SMART (Schools, Mentoring and Resource Team, Inc.) champions education equity by supporting students in overcoming systemic barriers on their journey to a college degree. We envision a community with equitable pathways to college graduation for every student in San Francisco. SMART provides a unique twelve-year continuum of support that starts in 4th grade and extends through college, including school support, after-school enrichment, summer programming, college prep, and college persistence support. As a result, SMART Scholars are more than four times more likely to graduate college when compared to their peers. Furthermore, while only 21% of low-income students who enter college will graduate within six years, SMART Scholars are currently persisting at a rate of more than 80%.

SMART's Values

- **Community:** We build a community that celebrates diversity, thrives on teamwork, and appreciates everyone's contributions. Through community, we are stronger.
- **Equity:** We are committed to systems and processes that are just, fair, and inclusive, enabling all people the opportunity to belong, participate, and reach their full potential.
- **Empowerment:** We believe the path to empowerment and self-advocacy is through the encouragement, support, and guidance of those around us.
- **Learning:** We believe education and life-long learning enhance our understanding of our world, our place within it, and provide the tools to change it. Through embracing challenges and learning opportunities, we make progress.
- **Joy:** We center joy in our community and practice. We view joy as an act of liberation, which unleashes creativity, strengthens relationships, and propels the work that we do.

About SMART's Summer Academic Enrichment Program

The 2025 SMART Summer Program will be in person in San Francisco, and summer advisors will work on site Monday–Friday. SMART's Summer Academic Enrichment Program serves rising 5th grade students to prevent and reduce instances of summer learning loss, while providing enriching activities to develop and strengthen the positive bonds of youth to their peers and communities.

Position Responsibilities

- Lead an advisory class of 15-18 upper elementary school students



- Facilitate daily workshops to advisory class, including preparation of classroom materials and resources
- Lead an enrichment class two times per week
- Build positive and trusting relationships with students, families, and community members
- Collaborate with the lead teacher on classroom strategies and student support plans
- Maintain strong communication with advisory students and their families
- Participate in weekly summer staff meeting
- Other duties and special projects as needed

Position Requirements

- Strong passion for educational equity for students from underserved communities
- Experience working with students from low-income families, students who will be first generation in their families to attend college, and students of color
- Experience facilitating groups of upper elementary or middle school students
- Spanish and Cantonese language skills desired, but not required

Program Information

- Summer Program dates: Monday, June 11 – Friday, July 25.
- Summer advisors will be present and on-site for onboarding and training on Wednesday 6/11, Thursday 6/12, and Friday 6/13.
- The first day of summer program instruction for students is Monday, June 16. Programming will run for students from 6/16 – 7/25.
- There will be no program on: Thursday, June 19th and Friday, July 4th.
- Expected Work Schedule: Five days per week (Monday - Friday), eight hours per day, 8:30am-4:30pm.
- Summer Program location: San Francisco, CA 94110

Compensation: \$24.00 per hour

How to Apply: Please submit a thoughtful cover letter and resume to careers@thesmartprogram.org. Due to the volume of applications we receive, please no phone calls.

Deadline to Apply: Friday, June 6, 2025 by 5:00PM

SMART is an equal opportunity employer and encourages applicants from all racial, ethnic, and religious backgrounds, national origins, sexual orientations and genders. Learn more about SMART's commitment to equity, inclusion, and diversity at www.thesmartprogram.org/equity

All job applicants and employees must be currently authorized to work in the United States for any employer on a full-time basis without the need for visa sponsorship now or in the future. Positions at SMART are not eligible for employer visa sponsorship, and SMART is not able to sponsor applicants or employees for work-related visa status.