



JOB TITLE: Academic & Front Desk Support

LOCATION: Anaheim, California

STATUS: Part-Time

ORGANIZATION:

For 25 years, TGR Foundation has worked to create a world where opportunity is universal and potential is limitless. With an unwavering commitment to impact underserved youth, its mission is to empower students to pursue their passions through education. Through innovative STEM coursework, college-access programs, digital platforms and educator professional development, TGR Foundation provides resources and support to help youth connect their passions to their purpose. Since its launch in 1996, TGR Foundation's education and outreach programs have reached two million youth worldwide.

JOB SUMMARY:

The TGR Learning Lab provides **Academic Support staff** to support a homework period for students in grades 7-12. The staff will be responsible for assisting and monitoring students who are working on homework and school-related projects. In addition, this position is required to work closely with program staff in all activities that include or impact student programs.

Receptionists will be responsible for greeting, welcoming, and directing students, families, and visitors appropriately, notifying company personnel of visitor arrival and maintaining security and telecommunications system.

ACADEMIC SUPPORT:

- Available Monday – Thursday afternoons and possible Saturdays 9:00 a.m. – 4:00 p.m.
- Work collaboratively with a team to provide individualized and group homework support.
- Monitor and assist students during after school program.
- May support classroom facilitators during program hours.
- Assist with student recruitment at schools and community events.
- Assist with “Power Hour” activities.
- Assist with bus supervision during dismissal.
- Support with TGR events and Family Engagement nights.
- Maintain Academic Support area keeping it tidy and organized.
- Support a culture of high expectations that includes college preparation for all students.
- Identify unique student needs and collaborates with other team members.



TGR FOUNDATION
A TIGER WOODS CHARITY

- Demonstrate knowledge and support of the TGR Foundation's mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and code of ethical behavior.
- Demonstrate an understanding, patient, warm and receptive attitude within the TGR Learning Lab environment.

RECEPTIONIST:

- Available Monday-Saturday (hours will vary.)
- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Interacts effectively with co-workers, students, parents, volunteers and the general public.
- Helps maintain workplace security by issuing, checking and collecting badges as necessary and maintaining visitor logs.
- Assists with a variety of administrative tasks including filing, copying, faxing, and inventory of supplies.
- Maintains safe and clean reception area by complying with procedures, expectations and regulations.
- Maintains continuity among receptionists by documenting and communicating actions, irregularities, and continuing needs.

EDUCATION, EXPERIENCE & SKILLS REQUIRED:

- 1+ year working with school-age students as an intern or teaching assistant preferred.
- Experience with technology preferred (basic computer operation knowledge, navigate through zoom/ teams, know how to operate a printer).
- Ability and willingness to expand knowledge of science, technology, and math.
- Knowledge of diverse student needs and different learning styles.
- Proficient computer skills, including knowledge and application of MS Office
- Impeccable interpersonal, organizational, and verbal/written communication skills.

TO APPLY

Please submit the following materials to Yvonne Tello at ytello@tgrfoundation.org

- Cover letter
- Resume

TGR Foundation is proud to be an Equal Opportunity Employer.

This job description is illustrative of duties typically performed by this job. It is not intended to be an exhaustive listing of each, and every job responsibility. Because job content may change from time to time, TGR Foundation reserves the right to add and/or delete job responsibilities from this position at any time.