



CORAL BAY COMMUNITY COUNCIL

Mail: 9901 Estate Emmaus, St. John, VI 00830
8-1 Estate Emmaus, Coral Bay, St. John, U.S. Virgin Islands
CBCC@CoralBayCommunityCouncil.org Phone 340-776-2099
www.CoralBayCommunityCouncil.org

Temporary Part-time Job Posting, November – December 2020 Virtual Learning Coordinator

The Virtual Learning Coordinator will conduct a short-term, in-person tutoring program to support virtual learning skills for school students K -12 at the Calabash Boom Affordable Housing Community Center, on Tuesdays and Thursdays from now until December 22nd. Proficiency in use of Microsoft Teams (the program employed by the VI public schools for virtual learning) is a must. The tutoring program will provide immediate assistance to students and parents and caregivers as they navigate the challenges of virtual learning during the COVID-19 pandemic. Class size will be one to four students and COVID safety measures will be used. Prefer a Coral Bay resident to minimize potential for COVID transfer. The Virtual Learning Coordinator will be responsible for scheduling students, and additional volunteer tutors to meet student needs, and program evaluation. We anticipate 20 to 30 students seeking assistance, one or more times during this period. See attached Press Release for fuller description.

- **Duration:** Immediately through December 23, 2020 (end of USVI Public School semester)
- **Hours:** 6–10 hours per week, must be available Tues. & Thurs. 9-5 & a few hours other days
- **Location:** at home or Calabash Community Center
- **Hourly rate:** \$25.00 as part-time temporary employee
- **Objectives:** Run program with the goal of assuring students have the underpinnings to achieve in a virtual school setting, and the encouragement to do their best.
- **Tasks**
 - Review student applications; assess student needs.
 - Review volunteer tutor applications; determine availability of volunteer tutors.
 - Provide tutoring or match students with volunteer tutors; arrange for tutoring as needed in specific subjects.
 - Coordinate and schedule tutoring sessions; communicate with students, parents and volunteer tutors.
 - Assist students and Parents/caregivers to become technically proficient at using Microsoft Teams to complete school assignments.
 - Coordinate with CBCC, VI Department of Education and Calabash Boom management (Royal American Management).
 - Coordinate and schedule cleaning services.
 - Maintain attendance records for students and volunteer tutors.
 - Assist with conducting program evaluation.

Application deadline: Applications will be reviewed upon receipt with intention of choosing the best candidate on or after November 9, 2020. Applications accepted until filled.

To apply: Please e-mail your resume and a brief email describing your skills and interest in this position with your contact information to Tutor@CoralBayCommunityCouncil.org using subject header “Virtual Learning Coordinator.” If you have questions, please email them and include your phone number.

CBCC is an Equal Opportunity Employer and has a Drug Free Workplace Policy.



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Coral Bay Community Council Providing In-Person Tutoring for Students Adapting to Virtual Learning in 2020

November 2, 2020

The Coral Bay Community Council (CBCC) is offering a new short-term free tutorial program that will support public school students in Coral Bay, St. John who need assistance to effectively adapt to distance learning during the COVID-19 pandemic. The in-person program will provide immediate assistance to students and parents and caregivers as they navigate the challenges of virtual learning. The program is being funded by a grant from the Community Foundation of the Virgin Islands.

Initially the program will focus on ensuring that students and parents are technically proficient at operating the devices and programs, and have the resources needed for completion of schoolwork. After basic technical skill levels are achieved, the program will focus on assisting students with completing specific coursework. The program management will be responsive to requests for individualized assistance for students -- by students, parents, and teachers. The goal is to assure students have the underpinnings to achieve in a virtual school setting, and the encouragement to do their best.

CBCC will oversee the program, which will be physically located at the Community Center in the Calabash Boom Affordable Housing community in Coral Bay. The program will be limited to Coral Bay residents, in line with recommendations to limit the spread of COVID-19, by reducing interaction with people who live in different geographic locations. This service will range from one or two sessions for a student and parent/caregiver to twice-a-week ongoing school and homework assistance in subject matter, depending on the students' needs. This program is focused on the first semester only, through December 2020, as it is not currently known if the VI Department of Education will be able to have in-person school for the second semester.

“We are looking forward to providing assistance to the students of Coral Bay as they deal with the challenges of learning virtually during the COVID-19 pandemic when schools cannot meet in person,” says Jane Israel, CBCC Community Programs Associate. Anyone interested in receiving tutoring or volunteering to be a tutor with the program is urged to call 340-776-2099 or email Tutor@CoralBayCommunityCouncil.org to sign up and learn more about this program.

Parents/guardians of students interested in receiving tutoring services will need to fill out an application for each student which can be downloaded from the CBCC website or picked up at the CBCC office (in Coral Bay across from the fire station) or at the Calabash Boom Leasing Office.

CBCC will also be hiring a temporary part-time tutor and program coordinator (6 –10 hours/week) to organize and run the program in November and December. A job posting with more information can be found on the CBCC website. The student and tutor application forms, and part-time job posting,

along with more information about CBCC can be found on our website at:
www.coralbaycommunitycouncil.org.

This program is funded by a grant from CFVI. Since 1990, the CFVI has been a catalyst for positive change in the Territory through initiatives committed to youth, learning, family support and the environment. For more information about CFVI please visit cfvi.net.

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Photo: CBCC Logo

Photo: CBCC's office

Photo: Calabash Boom Community Center

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