

**JOB TITLE:** Lead Tutor

**DEPARTMENT:** Educational Enrichment Services

**REPORTS TO:** Program Manager/Program Director

**EFFECTIVE DATE:** March 16, 2021

**FLSA STATUS:** Hourly, Full-Time

**SALARY:** \$16 - \$21 per hour

**SUMMARY:** Assist in the implementation of direct educational enrichment services appropriate for youth ages 6-18 in order to support academic achievement and health youth development. This will be an in-person position from 8am – 3pm, Monday, Tuesday, Thursday and Friday supervising youth who are logged into virtual learning and providing support for activities when they are not logged in.

**DUTIES AND RESPONSIBILITIES:**

- Provide supervision and classroom management to groups of up to 14 youth;
- Facilitate homework completion during appropriate times;
- Facilitate academic instruction individually or in groups,
- Facilitate youth development activities, mentoring activities and field trips;
- Facilitate individual assessment and planning;
- Provide support for youth drop off and pick up;
- Maintain accurate and up-to-date documentation;
- Facilitate Chinese Mandarin or Spanish Language Acquisition classes,
- Attend meetings and trainings as assigned; and
- Perform other related duties as assigned by supervisor, or as identified in program manuals or funding source contracts.

**REQUIRED QUALIFICATIONS:**

- Pursuing a Bachelors Degree in Education, child development, or related field;
- At least 1 year of related working experience with youth and parents;
- Experience working with diverse communities;
- Excellent leadership capabilities;
- Excellent verbal and written communication skills and attention to detail in documentation;
- **Bilingual in Mandarin, Cantonese, Vietnamese or Spanish Required;**
- Computer literate;
- Certificates, licenses and registrations required: Adult, Child, and Infant CPR/AED & First Aid Certification; valid California driver's license or state ID, TB Test,

**PREFERRED QUALIFICATIONS:**

- Bilingual in Mandarin, Cantonese, Vietnamese, or Spanish and English;
- Completed Bachelors Degree in Education, Child Development or related field; and
- CA teaching credential.

Please send a cover letter and resume along with 3 references to [careers@aycla.org](mailto:careers@aycla.org).