



Job Title: Tutor

Department: Educational Enrichment Services/Employment Services

Reports To: Program Manager/ Program Director

FLSA Status: Hourly, Non-Exempt, Part-Time

Salary Range: \$18.00 – \$21.00 per hour

Basic Function: Assist in the implementation of direct educational enrichment services appropriate for youth ages 4 years 9 months-13 in order to support academic achievement, cultural enrichment, and healthy youth development. Programs include but are not limited to: After-School Program and Summer School Program. See Program Manuals and funding source Scope of Work or contract documents for more specific program information.

Responsibilities

1. Assist in programming and service delivery;
2. Provide supervision and classroom management to groups of up to 20 youth;
3. Ensure student homework completion during appropriate times;
4. Provide academic instruction individually or in groups;
5. Provide youth development activities, mentoring activities and field trips;
6. Maintain accurate and up-to-date documentation;
7. Attend meetings and trainings as assigned; and
8. Other related duties as assigned by supervisor, or as identified in program manuals or funding source contracts.

Required Education & Training:

1. Completed a High School diploma or GED;
2. At least 6 months of experience with youth;
3. Some experience working or volunteering with diverse communities;
4. Excellent verbal and written communication skills and attention to detail;
5. Computer literate;
6. Must have a valid California driver's license, excellent driving record, reliable vehicle and auto insurance; and
7. Adult, Child, and Infant CPR/AED & First Aid Certification.

Preferred Education & Training:

1. Bilingual in Mandarin, Cantonese, Vietnamese, or Spanish; and
2. Pursuing a Bachelors Degree in Education, Child Development, or related field.

Please send a cover letter and resume along with 3 references to careers@aycla.org.