

**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](mailto:careers@aycla.org).

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