



**Job Title:** Group Tutor

**Program:** Educational Pathways and Vocational Opportunities (EPVO)

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

**Salary:** \$20 per hour

**Basic Function:**

Assist in the implementation of Educational Pathways and Vocational Opportunities services appropriate for youth ages 16 to 19 in order to support academic achievement and youth development. Some of the areas we serve include, but are not limited to: Inglewood, Compton, Crenshaw, East LA, San Gabriel Valley and Antelope Valley. This position may include evenings and weekends.

**Responsibilities:**

1. Provide supervision and tutoring with youth ages 16 to 19;
2. Promote GED completion, post secondary and vocational planning;
3. Collaborate with Juvenile Probation and DCFS Departments;
4. Facilitate homework completion during appropriate times;
5. Provide support for GED and college preparation;
6. Facilitate academic instruction individually and in a group setting;
7. Facilitate individual assessment and planning;
8. Maintain accurate and up-to-date documentation;
9. Attend meetings and trainings as assigned; and
10. Other related duties as assigned by supervisor, or as identified in program manuals or funding source contracts.

**Required Education & Training:**

1. Pursuing a Bachelors Degree in Education, Child Development, or related field;
2. Experience working with diverse communities;
3. At least 1 year of experience working with at- risk youth, probation, DCFS and foster youth ages 16 to 19 years old;
4. Comfortable working in high crime/low income Los Angeles County neighborhoods;
5. Excellent verbal and written communication skills and attention to detail in documentation;
6. Computer Literate; and
7. Must have a valid California driver's license, excellent driving record, reliable transportation and auto insurance;
8. Must pass LA County Probation Fingerprint Background Check;
9. Must pass multiple choice skills test based on high school exit standards.

**Preferred Education & Training:**

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

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

AYC is an Equal Employment Opportunity Employer and adheres to hiring practices in accordance with Federal and State regulations.