



Job Title: Lead Tutor
Department: Educational Enrichment Services
Reports To: Program Director
FLSA Status: Hourly, Non-Exempt, Full-Time/Part-Time
Salary Range: \$9.50 - \$12.50 per hour

Basic Function:

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. Provide support for and assist in program delivery including but not limited to: Accelerating Children's Education (ACE) After-School Program, Summer School Program, Weekend Tutoring, Extended Learning Time Program, and Teen Leadership & College Career Preparation Program. See Program Manuals and funding source Scope of Work or contract documents for more specific program information.

Responsibilities

1. Provides support and assistance to implement the day-to-day program activities;
2. Provide supervision and classroom management to groups of up to 20 youth;
3. Facilitate homework completion during appropriate times;
4. Facilitate academic instruction individually or in groups,
5. Facilitate youth development activities, mentoring activities and field trips;
6. Facilitate individual assessment and planning;
7. Provide support for transportation services for youth;
8. Maintain accurate and up-to-date documentation;
9. Attend required meetings and trainings;
10. Provide services on a flexible schedule; and
11. Other related duties as assigned by supervisor, or as identified in program manuals or funding source contracts.

Required Education & Training:

1. At least 1 year of related working experience with youth and parents;
2. Experience working with diverse communities;
3. Good verbal and written communication skills and attention to detail in documentation;
4. Computer literate;
5. Must have a valid California driver's license, excellent driving record, reliable vehicle and auto insurance; and
6. Adult, Child, and Infant CPR/AED & First Aid Certification.

Preferred Education & Training:

1. At least 2 years of college education in Education or similar field;
2. Bilingual in Mandarin, Cantonese, Vietnamese, or Spanish.

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

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