



**Job Title:** Tutor  
**Department:** Educational Enrichment Services  
**Reports To:** Program Coordinator/Program Manager  
**FLSA Status:** Hourly, Non-Exempt, Full-Time/Part-Time  
**Salary Range:** \$9 – \$12 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. Programs include but are not limited to: Accelerating Children’s Education (ACE) After-School Program, ACE Summer School Program, Weekend Tutoring, Extended Learning Time Program, SAT Preparation 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. Provide supervision and classroom management to groups of up to 20 youth;
2. Facilitate homework completion during appropriate times;
3. Facilitate academic instruction individually or in groups,
4. Facilitate youth development activities, mentoring activities and field trips;
5. Facilitate individual assessment and planning;
6. Provide support for transportation services for youth;
7. Maintain accurate and up-to-date documentation;
8. Attend meetings and trainings as assigned; and
9. 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. At least 1 year of related working experience with youth;
3. Experience working with diverse communities;
4. Excellent verbal and written communication skills and attention to detail in documentation;
5. Computer Literate; and
6. Must have a valid California driver's license, excellent driving record, and auto insurance.

**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.