



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 – \$13 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 2 years 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;
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;
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.

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