



Job Title: Academic Tutor

Program: Educational Pathways and Vocational Opportunities (EPVO)

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

Salary: \$15 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, East LA, San Gabriel Valley and Antelope Valley.

Responsibilities:

1. Provide supervision and one-on-one tutoring with youth ages 16 to 19;
2. Facilitate homework completion during appropriate times;
3. Provide support for GED and college preparation;
4. Facilitate academic instruction individually;
5. Facilitate individual assessment and planning;
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. 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, reliable transportation 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.

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