



OPERATION READ PROGRAM

Position Title: Tutor, part-time

Reports To: Operation Read Coordinator

Salary Range: \$10-\$11 per hour, (hours to be determined)

Under the supervision of the Program Coordinator, the tutor will be responsible for the implementation of tutoring component of a Los Angeles County Department of Probation funded Operation Read Program by providing Literacy Tutoring Services within the Los Angeles County Fifth District Area which includes the San Gabriel Valley and Lancaster/Antelope Valley areas.

Summary of Responsibilities

1. Conduct daily after-school tutoring services at assigned school sites.
2. Assist participating youth with homework, academic tutoring, and English language literacy.
3. Communicate frequently with Program Coordinator, fellow tutors, and probation staff.
4. Participate and complete Los Angeles County sponsored literacy tutoring training.
5. Maintain accurate and up-to-date documentation of services.
6. Attend agency monthly staff meetings and AYC staff training as appropriate.
7. Other related duties as assigned.

Qualifications:

1. A.A. degree or currently enrolled in college.
2. Strong interpersonal, organizational, oral and written communication skills are required.
3. Willingness to work a flexible schedule.
4. Experience working with youth.
5. Bilingual English and Chinese, Vietnamese, or Spanish Required.
6. Complete Fingerprint screening and background clearance through Department of Justice upon hiring.
7. Valid CA drivers' license, excellent driving record, and auto insurance.

Please send a cover letter and resume to Lyn Ly by fax @ 626-309-0717 or email @ Lyn.Ly@asianyouthcenter.org.

The Asian Youth Center is an equal employment opportunity employer and adheres to hiring practices in accordance with Federal and State regulations.

Asian Youth Center
100 Clary Avenue
San Gabriel, CA 91776
626-309-0622
626-309-0717 (fax)
www.asianyouthcenter.org