



Job Title: Lead Tutor
Department: Educational Enrichment Services
Reports To: Program Manager/Program Director
FLSA Status: Hourly, Non-Exempt, Full-Time/Part-Time
Salary Range: \$15.25 – \$17.25 per hour

Basic Function: Assist in the implementation of direct educational enrichment services appropriate for youth ages 4-14 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, SAT Preparation, Project NEO and Teen Leadership & College Career (TLCC) Preparation Program. See Program Manuals and funding source Scope of Work or contract documents for more specific program information.

Responsibilities

1. Provide support and assistance to manager responsible for the day-to-day program activities;
2. Provide some supervision to direct staff who implement day-to-day program activities;
3. Provide supervision and classroom management to groups of up to 20 youth;
4. Facilitate homework completion during appropriate times;
5. Facilitate academic instruction individually or in groups,
6. Facilitate youth development activities, mentoring activities and field trips;
7. Facilitate individual assessment and planning;
8. Provide support for transportation services for youth;
9. Maintain accurate and up-to-date documentation;
10. Facilitate Chinese Mandarin or Spanish Language Acquisition classes,
11. Attend meetings and trainings as assigned;
12. Be available Monday-Friday;
13. Be available for minimum day shifts as assigned by the school site;
14. Be available for the first and last day of services at your assigned school site; and
15. 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 leadership capabilities;
5. Excellent verbal and written communication skills and attention to detail in documentation;
6. Bilingual in Spanish or Chinese Mandarin, including proficient writing skills;
7. Computer Literate; and
8. Must have a valid California driver's license, excellent driving record, and auto insurance.

Preferred Education & Training:

1. Completed Bachelors Degree in Education, Child Development or related field; and
2. 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.