



The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

Position: After School Tutor

Open Date: November, 2023

Closing Date: Until filled

Pay Range: \$20.00 Per Hour

Job Purpose:

Under the supervision of the Youth Center Program Supervisor to assist and monitor high, Middle and Elementary students in the After School Academic Mentoring program to complete the school assignments; and additional work given by the Program.

Job Responsibilities:

- Tutor elementary, middle and high school age students during after school, between 2p.m. to 5p.m.
- Monitor all homework assignments, and ensure that assignments that need to be submitted to the teachers are completed.
- Review and correct all the students' work after completion.
- During the lesson, assist the kids in changing their negative conduct and behavior.
- Coach and support volunteers that are assisting students.
- Additional tasks and responsibilities as needed.
- Other duties as assigned.

Qualifications:

- Major in human services and social welfare which includes but not limited to sociology, child development, education, or psychology.
- Relevant experience working with elementary and middle school students, preferably in an urban setting.
- Capable of working with small group of students with patient.
- Excellent interpersonal, communication and organizational skills.
- Fluent in conversational and written English.
- Conversational Chinese preferred.
- Must pass a fingerprint background check.



華埠服務中心
Chinatown Service Center

After School Tutor

- Proficient with Microsoft Office and internet.

Please send your resume to:

cschr@cscla.org

Subject: After School Tutor

**Chinatown Service Center is a nondiscrimination equal opportunity employer.
Reasonable Accommodations are available upon request to individuals with disabilities.**