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](http://www.cscla.org)

**Position:** After School Tutor

**Open Date:** August, 2023

**Closing Date:** Until filled

**Pay Range:** $19.00 to $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.
• Proficient with Microsoft Office and internet.

Please send your resume to:
cschr@csla.org
Subject: After School Tutor

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