



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:** 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.



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](mailto: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.**