JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job title</th>
<th>After School Tutor</th>
<th>FLSA Class:</th>
<th>Non-Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Youth Department</td>
<td>Position Type:</td>
<td>Part Time</td>
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Job purpose

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

Duties and responsibilities

- Tutor elementary and middle school age students during after school, between 2p.m. to 5p.m.
- Monitor all the homework need to be submitted to the teachers are completed.
- Review and correct all the students’ work after completion.
- Additional tasks and responsibilities as needed.
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- Review and correct all the students’ work after completion.
- Additional tasks and responsibilities as needed.

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.

Direct reports

Youth Center Program Supervisor