



Latin American Community Center

Position Description Teacher/Tutor

Position Title: *Teacher/Tutor*

Department: *Youth Development*

Supervisor: *Y.A.C. Program Coordinator*

Classification: *Hourly*

Status: *Part-Time*

The Tutor/Teacher is responsible for overseeing the daily implementation of the Youth Achievement Center (Y.A.C.) academic programming for youth ages 13-18. The program offers activities in various programming areas including; technology, academic, sports, college planning, mentorship, dance and art courses. The Teacher/Tutor is primarily responsible for facilitating one-on-one and/or group academic support sessions.

The Latin American Community Center Youth Development department is seeking a dynamic, self-starter who possesses the ability to effectively work with youth ages 13-18, maintaining a standard of excellence in the services that we provide. Candidates for this position must be motivated to work in a collaborative setting for the benefit of the youth in our program.

Responsibilities:

Program Implementation:

- Be responsible for planning, facilitating and overseeing academic/homework help programming.
- Ensure all youth are engaged in academic programming daily.
- Facilitating one-on-one/group academic sessions.
- Lesson planning if applicable.
- Promote the safety and well-being of the youth participating in the program.
- Ensure quality programming and a positive environment.
- Ensure youth's adherence to program's rules and guidelines.
- Fulfill other duties as assigned.

Administrative:

- Complete daily attendance forms and data collection for grant reporting.
- Complete monthly progress reports for each student.
- Grading if applicable.
- Adhere to policies and procedures of the Latin American Community Center.

Education/Experience:

- Bachelor's Degree in education or a related field.
- Three or more years of experience working with youth and youth programming required.
- Math and/or ELA proficiency strongly preferred.

Qualifications/Skills:

- Ability to work individually and as part of a team.
- Ability to communicate with various audiences (parents, colleagues, staff members, superiors).
- Ability to handle sensitive and/or emergency situations.
- Strong organizational and planning skills.
- Possess strong written communication skills.
- Spanish /English fluency strongly preferred.
- At least 21+ years old.

Traits:

- Be driven to provide high quality programming for youth
- Be self-aware and know how to treat all members of the organization's community with respect, appraises accurately his or her strengths and weakness and is perceptive about how he or she is regarded
- Be able to positively interact with youth
- Be detail-oriented and self-directed

Act as a problem solver and critical thinker

Performance Expectations:

Support the growth and development of the program by:

- Meeting all expectations set forth by the Y.A.C. Program Coordinator
- Ensuring timely collection of data in order to comply with all grant requirements
- Ensuring quality and parent satisfaction of services.
- Upholding the values and goals of the Latin American Community Center.

COMMITMENT AND COMPENSATION:

Length of Work Year: 12 months, evening and weekend commitments are required; occasional travel throughout the state and region may be required.

Salary and Benefits: Compensation for the Youth Counselor is based on qualifications and experience. The Latin American Community Center offers a committed and collaborative team of colleagues and a comprehensive benefits plan.

THE SELECTION PROCESS IS RIGOROUS AND WILL INCLUDE THE FOLLOWING:

- Review of application, cover letter and resume
- Group Interview
- Reference Checks