



## **VOLUNTEER OPPORTUNITY**

**Position:** Youth Services Tutor

**Unit:** Youth Services

**Positions Available:** 5

**Reports To:** TCPP Community Advocate

**Compensation:** Unpaid

**Posting Date:** 05/07/2010

### **Summary of Duties:**

Under the direction of the TCPP Community Advocate, the Youth Services Tutors will be responsible for helping students in grades K-12<sup>th</sup> with homework in math, reading, science, history and language arts.

### **Minimum Requirements / Qualifications:**

- A High School diploma or equivalent;
- Some college work;
- Knowledge and/or instructional (classroom) experience in working with children K-12<sup>th</sup>, and families from various socio-economic and cultural backgrounds;
- Ability to organize and prepare documentation in a timely manner;
- Strong commitment to working with a multicultural community
- Strong organizational, written and communication skills;
- Ability to work collaboratively with others and a willingness to participate fully in the team process;
- Self-directing and the ability to work independently as required;
- Pass a Live Scan fingerprinting clearance and provide negative results from a TB test; and
- Physical requirements:
  - Seeing to inspect documents; hearing a child calling for help; ability to communicate with KYCC staff, clients and public; sitting and standing for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and ability to lift up to 15 lbs.

### **Desired Qualifications:**

- A Bachelor's degree in Education or other-related field from an accredited College or University;
- Knowledge and/or instructional experience in the operation of after-school program(s) and/or academic program(s)
- Bilingual capacity (Spanish/English and/or Korean/English);
- Demonstrable working knowledge of the use and operation of personal computers; and
- Certification in CPR and First-Aid training.

**Schedule:** At least 2 hours weekly, Monday – Thursday, 3:30 pm – 5:30 pm

### **To apply, please send required documents to:**

Koreatown Youth & Community Center, Attn: Volunteer

3727 W. 6<sup>th</sup> St., Ste. 300

Los Angeles, CA 90020

FAX: (213) 927-0017

E-mail: [volunteer@kyccla.org](mailto:volunteer@kyccla.org)

### **Required Documents:**

- Volunteer Intake Sheet (found on [www.kyccla.org](http://www.kyccla.org))
- Resume