

Company/Organization:

New Economics for Women

Location:

303 S Loma Drive, Los Angeles, CA 90017

Position Title:

Learning Center Instructor

Full/Part Time:

Part-Time school year | Full-Time Summer

Closing Date:

August 15, 2016

Job Summary:

At NEW, we have a mission -- to reduce poverty by creating wealth opportunities for women and children. We realize that overcoming poverty and achieving family and personal prosperity are very broad goals. That is why we measure our success by the specific improvements families experience in their quality of life such as increased wealth, education and health as a result of being touched by NEW. We implement a holistic approach to all we do -from addressing families' basic needs, such as finding a stable and safe place to live, to supporting ambitious plans such as purchasing a home or starting a business.

At NEW we respect and honor all families, communities and cultures. We encourage innovation and "thinking outside the box". We expect all employees to support the organization's mission and values by exhibiting the following behaviors: respect, innovation, accountability, ownership, collaboration and a strong commitment to the communities we serve.

Position Summary:

Assist in the development and implementation of enhanced learning opportunities for children and youth to help improve their academic performance, social development and health awareness.

Duties and Responsibilities:

- Provide homework assistance to improve academic performance
- Conduct individual and small group tutoring for grades K-8
- Plan and lead organized enrichment and recreational activities that meet the academic and social development needs and interests of the children and youth
- Plan and lead organized and structured fitness, social, and cultural activities
- Utilize available materials, resources, and information to further the children and youth's experience
- Supervise children and provide a positive environment for children to learn
- Know and apply emergency procedures and first aid when necessary
- Maintain a clean, organized and safe environment for all participants
- Enforce Learning Center rules and organization standards and values
- Interact with parents to promote and encourage participation and notify them of progress
- Participate in field trips and other special events (weekends)
- Assist with the planning and coordination of Spring and Summer Camp activities
- Prepare information for reporting purposes
- Submit weekly reports on a timely manner

- Attend mandatory staff meetings
- Participate in other program areas or other duties as assigned

Minimum Qualifications:

Qualifications and Experience:

- High-School Diploma or equivalent - Must be at least 18 years of age
- One (1) year experience working with youth in teaching, tutoring or child care
- Positive role model for youth and capable of relating to youth
- Self-driven, creative and possess a positive/can-do spirit
- Problem solving and critical thinking skills
- Communicative team player with Program Manager, Coworkers, partners and participants
- Ability to organize and execute multiple tasks
- Ability to be thorough, timely, and efficient with paperwork
- Ability to move chairs, tables, and other basic furniture to accommodate room space for an activity
- Ability to daily pick-up, carry, and set-up delivered lunches/snacks for children at each center
- Ability to pick-up, carry, and set-up various props, supplies, and equipment for various events hosted at different throughout the year.
- Must be creative.
- Strong verbal and written communication skills.
- Organized, self-motivated, and detail oriented.
- Demonstrated ability to work effectively as a team member.
- Experience working with individuals of diverse ethnic backgrounds.
- Residency in and /or familiarity with the target area and its cultural diversity is a plus
- Excellent knowledge of word processing tools and spreadsheets (MS office word, excel, access, etc...)
- Working knowledge of office equipment and computer hardware and peripheral devices

Additional Requirements:

- Must have a valid California Driver's License, Liability Insurance, and an automobile in good working condition
- Fingerprinting and TB Clearance
- CPR/First Aid Certification is a plus
- Flexible with working hours, including evenings and weekends
- Fluent in Spanish is preferred

Link To Apply:

<http://www.neweconomicsforwomen.org/team/>