

**Company/Organization:**

LEARN

**Location:**

El Monte, CA

**Position Title:**

Youth Leader II

**Full/Part Time:**

Part Time

Salary: \$12.00 /hour

**Closing Date:**

September 30, 2016

**SUMMARY OF POSITION:**

Under the supervision of a Site Coordinator, a Youth Leader works with a group of approximately 15 - 20 students in an academic, recreational, or enrichment activity. A Youth Leader ensures the safety of the students while following a prescribed program plan, which may occur during school, after school, and occasionally on weekends.

**DISTINGUISHING FEATURES:**

ASPIRE Program: A Youth Leader in the ASPIRE program may work with students from Kindergarten to 8th grade on age appropriate academic, recreational, and/or enrichment activities. Programming typically occurs after school from 3:00 pm – 6:00 pm, and occasionally on weekends.

PREP Program: A Youth Leader in the PREP program works with high school students in academic, recreational, and/or enrichment areas. Programming typically occurs after school from 3:00 pm – 6:00 pm, and occasionally on weekends.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

Lead a group of assigned students in an academic, recreational, or enrichment activity;  
Ensure the supervision and safety of assigned students at all times during program hours;  
Provide instruction in academic or enrichment activity using materials provided by the program;  
Provide small-group tutoring and/or homework assistance;  
Ensure program requirements are met on a daily basis such as checking students in/out on the Daily Attendance Roster as well as the distribution and consumption of healthy snacks;  
Other duties as assigned.

**MINIMUM REQUIREMENTS & QUALIFICATIONS:**

Education & Experience:

Graduation from High School; and, a passing score on the district examination for Instructional Assistants;

Or

Graduation from High School; and, two years of college coursework.

**Notes:**

Two years of college coursework is equivalent to 60 units.

Experience working with youth in an educational setting is strongly desired.

Knowledge, Skills, and Abilities:

Interest in working with, mentoring, and tutoring at-risk youth;

Ability to work well with students, parents, peers, school staff, and others;

Ability to communicate effectively with students, parents, peers, school staff and others;

Knowledge of academic subject matter to be able to tutor students in a particular area;

Ability to effectively tutor students in assigned subject(s);

Ability to work as part of a team and act as a positive role model for students;

Ability to write basic reports summarizing events;

Other related duties as assigned.

Language & Computer Skills:

The ability to speak Spanish is desired at many of our school sites;

Competence with Microsoft Office: Word, Excel, and PowerPoint.

Physical Skills:

Must be able to lift and carry small loads (up to 25 lbs.) and stand for prolonged hours.

**Additional Requirements:**

Must complete Live Scan - Department of Justice and FBI Criminal Background Check; and TB Test.

**CONDITION OF EMPLOYMENT & BENEFITS:**

This is a Part-Time Casual, non-benefited, non-exempt, hourly position. Hours of work will vary but not exceed 20 hours per week. This position requires the candidate to be available to work from Monday through Friday, during program hours, which may be during the school day (GEAR UP), after school (ASPIRE, PREP), and occasionally on weekends. Specific times and schedules vary, depending upon the school and the needs of the program.

LEARN's work calendar aligns with our partner school district calendars. Youth Leaders will have recess breaks during summer, winter Intercession, and spring, resuming again in the fall.

This position is dependent upon funding from the California Department of Education.

**TO APPLY:**

Both a cover letter and resume must be submitted. Applications that do not include both will not be considered. Applicants must also fill out the online employment application through the following link:

<http://www.learnla.org/working-with-us/>