ORGANIZATION: L.E.A.R.N.

JOB TITLE: Substitute Youth Leader

SUMMARY OF POSITION: Substitute Youth Leaders may work at different after school program sites and receive work assignments based on their availability. A Substitute Youth Leader will be called upon to fill-in for a needed assignment. Under the direction of a Site Coordinator, Substitute Youth Leaders work directly with an assigned class of approximately 15-20 students in academic, recreational, and/or enrichment activities. A substitute 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.

Kinder thru 8th grade after school program sites are located in El Monte and Montebello. High school after school program sites are located in Whittier and Rosemead.

CONDITIONS OF EMPLOYMENT: This is a part-time, casual, non-benefitted, non-exempt position. This position requires the candidate to be available to work at least 2 days per week, Monday through Friday during program hours, which is primarily after school and occasionally on weekends. Hours of work will vary but not exceed 30 hours per week. Specific times and schedules vary, depending upon the school and the needs of the program.

The pay rate is $10-12 per hour; hours are generally from 2PM-6PM. Position is dependent upon funding from the California Department of Education.

REQUIRED EDUCATION AND EXPERIENCE:

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

**OR**

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

Notes:

1. Two years of college coursework is equivalent to 60 units.
2. Experience working with youth in an educational setting is strongly desired.

OTHER 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;
* Ability to speak Spanish is desired at many of our school sites
* Competence with Microsoft Office: Word, Excel, and PowerPoint.
* Other related duties as assigned.

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/>

LEARN is a non-profit 501 (c)(3) organization that works to encourage a culture of learning by securing and providing resources to students and families in areas of need.﻿

**This is a part-time, non-exempt position. Pay is $10-12 per hour; hours are generally from 2PM-6PM and require occasional evenings and weekends. Position is dependent upon funding from the California Department of Education.**