

**PT AFTERSCHOOL POSITIONS AVAILABLE NOW! Plaza Community Center  
Youth Services Site**

Company Name Plaza Community Center – Youth Services

Job Category Education/Training  
Non-Profit/Volunteer

Location East Los Angeles, CA

Position Type Part-Time, Employee

Salary Unspecified

Experience 0-1 Years Experience

Desired Education Associates Level

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Plaza Community Center – Youth Services is a non-profit afterschool learning program for students in Southern California. Youth Services is currently hiring part-time tutors for work in our East Los Angeles location. Under the supervision of a Site Coordinator, a tutor works with a group of 20 students in a classroom setting at Plaza Community Center - Youth Services building. Tutor's work directly with students. Training, curriculum, and educational materials will be provided. These positions will begin in August, with program beginning in September.

Below is a summary of the organization and the position.

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**About Plaza Community Center – Youth Services:**

Plaza Community Center – Youth Services ([www.plazacc.org](http://www.plazacc.org)), is one of the after school learning programs in Southern California serving students of Stevenson Middle School in the East Los Angeles Area. Our mission is to assist educationally at-risk youth in low-income areas by providing homework assistance and academic support in order for them to succeed and stay in school. Our program offers a combination of homework assistance, curriculum instruction, academically based enrichment activities, youth groups, recreational activities, counseling, parent involvement, safe passage, and parenting classes.

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**Hours:**

- 5 Hours/Week
- You must be able to work 2 Hours on Tuesday's, 2 Hours on Thursday's and 1 Hour on Friday's.

**Rate:** \$11 - \$13.00 per hour (DOE)

**Requirements:**

- Associates Degree or 48 Hours of college credit (verification by providing copy of transcripts) or, if less than 48 units, by passing a Basic Skills Test.
- Ability to speak and write Standard English appropriate in a public school setting.
- Must pass Live Scan (criminal background check via fingerprinting)
- TB Test required

**Preferences:**

- At least six months previous experience working with children in a classroom or afterschool environment.

**Responsibilities:**

- Attends mandatory weekly meetings.
  - Arrives punctually.
  - 6 Tutors will supervise a group of approximately 20-30 students in an instructional setting, maintaining high standards for behavior and safety.
  - Provides homework assistance, academic enrichment, using curriculum and educational materials provided by the program.
  - Reports weekly summary's on each student.
  - Monitors student behavior and takes disciplinary measures when appropriate.
  - Serves as a positive role model for children in the program through appropriate dress attire, speech, and attitude.
  - Identifies student needs and communicates those to Coordinator, Case Managers, and student's Parent.
  - Monitors all interactions between students in accordance with child safety guidelines.
  - Assists with clerical work and maintains sign-in/sign-out sheets for students.
  - Assists in set up and keeping site clean.
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Qualified applicants interested in our open positions should fax resume at (323) 267-0375

Or in person at **Plaza Community Center – Youth Services**  
**3700 S. Princeton St**  
**Los Angeles, CA 90023**

**Contact: Coordinator** – Mireya Flores at (323) 261-9158 ext 19, (323) 775-7306 or  
E-mail [mflores@plazacc.org](mailto:mflores@plazacc.org)