



Position: Academic Coach

Salary: \$10 - \$15.40 / Hour *(based on experience)*

Education: High School Diploma *required*

Location: Northeast San Fernando Valley, Los Angeles, CA

Language(s): English and Spanish *preferred*

Area of Focus: Youth Empowerment, Community Development, Education & Training

Type: Part time, 10-20 hours, afternoon hours, occasional Saturdays

Other: Cal State Northridge work-study student *preferred*

Posting date: 8/1/2011

Start date: 9/1/2011

Job Description: Youth Speak Collective (YSC), a 501 (c)(3) non-profit organization founded in 2005, is a youth-driven initiative empowering low-income communities in the Northeast San Fernando Valley. YSC provides area youth with the skills necessary to pursue higher education and create strong communities.

The academic tutor will assist students during the after school hours in one or more of the following ways:

1. Small group tutoring to assist students with homework
2. Assist in preparation study classes for the California High School Exit Exam
3. Facilitate a SAT Prep class *(either Verbal or Math)*
4. Organize an extracurricular class for students afterschool *(art, music, design, drama, dance, sports)*

RESPONSIBILITIES

- Prepare lessons and small group activities
- Track attendance and retention to ensure full enrollment at all times
- Track youth progress and identify areas of improvement
- Motivate and mentor youth in their school, home and community issues
- Develop and sustain excellent relationships with youth, parents, administrators and school staff
- Other duties as assigned

QUALIFICATIONS

- High School diploma required.
- Experience working in afterschool programs
- An individual with an entrepreneurial spirit who is innovative, flexible, persistent and ambitious
- Experience working with youth and young adults
- Must be comfortable working in a team environment
- Bilingual and/or bicultural, but not necessary
- Excellent networking and communication skills (verbal and written)
- Experience in curriculum development
- Willingness to work some non-traditional hours and Saturdays as required
- Valid driver's license and reliable transportation

Interested candidates should email a cover letter and resume to: jobs@youthspeakcollective.org

Please include in the subject line: "Academic Coach"