

Marina del Rey WorkSource Center

Division of JVS

13160 Mindanao Way, Ste #240 Marina del Rey, CA 90292

Tel (310) 309-6000 Fax (310) 309-6032

JOB ORDER REQUEST

PLEASE NOTE:

In order to apply for any position you must do the following:

1- Cc: your case manager so they know you have sent your resume for this position.

2- *** MUST revise your resume SUMMARY statement and the Body of the resume to MATCH the job description and requirements. **Very important.**

3- "Save As" your new resume and rename it like this: ex. John Doe_ (title job)

By doing these 3 easy steps it allows the job developers to sort/distribute your resume quickly and efficiently to employers. It also allows the employer to find YOU and your resume amongst the thousands of applicants.

Help us help you find a job. We are only submitting resumes that follow all of these instructions.

Order Date: 7/14/2011

Name of Company: EDD/ MDR – Confidential

Location of Employment: Los Angeles

No. of Positions: 400 Tutors Needed

Job Title: TUTORS

Cal JOBS # CA 11845192

Wage: \$ 9.00 to 13.00/hour- need a reliable vehicle

Hours: 40 hours

Job Description/Duties/Responsibilities:

The Tutor, who is part of the After school Program, is responsible for working with individual and/or small groups of students under the supervision of the Site Coordinator in the supervision and instruction of students to assist in providing a positive learning environment that allows for students personal, social and intellectual development. Assists students, individually or in groups with lesson assignment for the purpose of presenting and/or reinforcing learning concepts. Assist students with homework assignments and make-up work, etc. for the purpose of supporting teachers in the instructional process. Assists with program components for the purpose of delivering services that conform to established guidelines. Collaborates with the Site Coordinator for the purpose of implementing and maintaining services and/or programs. Maintains classroom equipment, work area, student files/records, attendance records, checking homework for the purpose of ensuring availability of items and/or providing reliable information. Monitors individuals students, classroom, library, recreational activities, etc. for the purpose of ensuring a safe and positive learning environment. Reports observations and incidents e.g. discipline, accidents, inappropriate social behavior, etc. for the purpose of communicating information to appropriate personnel. Education High School Diploma, Associates of Arts, Bachelors Degree in Social Science arena. Experience 0-5+ yrs. Experience working with children and/or adolescents ranging in age from 5 yrs. Old to 18 yrs. Old. High school grads who have received high grades in Math, Science or Spanish are preferred.

Test All applicants will be given a math and language aptitude test. Hiring is contingent upon passing the test that is given.

STEP 1: RSVP with your name, phone number and email address ASAP to:

MDRRECRUITMENT@GMAIL.COM

STEP 2: PUT IN THE SUBJECT AREA: TUTOR _LA

and, indicate if you are working with a Marina del Rey Case WorkSource Case Manager and their full name. You will be notified when the interview date will occur!

STEP 3: Once we receive your RSVP with name/number and email you will be notified of your MATH AND ENGLISH TEST DATE and must have the following documents with you... NO Exceptions! When you pass the testing of MATH & ENGLISH you will receive an interview.

REQUIRED BASIC ELIGIBILITY DOCUMENTS

Proof of Identity and Age:

___ Current Photo I.D. (CA I.D. Card or Driver's License)

Proof of Legal Right to Work:

___ Social Security Card or U.S. Passport or Birth Certificate

Additional Proof of Legal Right to Work documents needed for Non-Citizens (select one item):

- ___ Permanent Resident Card
- ___ Temporary Resident Card
- ___ Alien Registration Receipt Card
- ___ Employment Authorization Card

___ CalJobs Resume: Register on CalJobs: www.caljobs.ca.gov Enter in your resume. Print your resume with the CalJobs logo/tool bar. (**Tip: Do not select the option to View Print Version**)

___ Resume & Interview Workshop Certificate of Completion (certificate distributed at the Workshop)
(To reschedule Resume Workshop & Interview Workshop appointment: 310-309-6000 x200)

___ Resume (your resume other than CalJobs)

___ Selective Service Registration Printout FOR MALES born 1960 onwards (access at www.sss.gov)

ADDITIONAL ELIGIBILITY DOCUMENTS (if this applies to your situation)

___ Military Card or DD-214

___ 2 Paycheck Stubs From your last job if you were employed in the last 6 months.
Request a print out of checks from your bank if you didn't keep or receive direct deposit receipts.

___ Lay-Off Letter from your last employer (only if you have one)

• **If your are receiving Unemployment Insurance Benefits:**

- ___ Your NOTICE OF UNEMPLOYMENT INSURANCE CLAIM FILED
- ___ Your NOTICE OF UNEMPLOYMENT INSURANCE AWARD
- ___ A copy of your UNEMPLOYMENT CHECK WITH CHECK STUB
- ___ A copy of most recent UNEMPLOYMENT CHECK STUB
- ___ A copy of your EDD Re-Employment Plan (only if you have one)

• **If you are receiving General Assistance/Relief(GR) and/or TANF/CalWorks/GAIN:**

- ___ Your DPSS EBT Card
- ___ Your Food Stamps Award Letter
- ___ Your General Assistance/Relief (GR) Award Letter
- ___ Your TANF/CalWorks/GAIN Award Letter

• **If you are receiving Social Security Benefits:**

- ___ Your Social Security Benefits Award Letter

• **If you are receiving Social Security Disability Benefits:**

- ___ Your Social Security Disability Insurance check stub.
- ___ A letter from your doctor stating you are able to work and/or go to training.

STEP 1: EMAIL your RESUME ASAP to: MDRRECRUITMENT@GMAIL.COM

STEP 2: PUT IN THE SUBJECT AREA: TUTOR _LA

and, indicate if you are working with a Marina del Rey Case WorkSource Case Manager and their full name. You will be notified when the interview date will occur!

STEP 3: Once we receive your RSVP you will be notified of your TEST DATE and must have the above documents with you. When you pass the testing of MATH & ENGLISH you will receive an interview.



Jewish Vocational Service
Building better lives. One job at a time.

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. To ensure availability, your request should be received at least 5 business days in advance of the need. TTY (310) 309-6018, Phone (310) 309-6000, Fax (310) 309-6032.