



- Are you interested in entering the teaching profession?
- Do you have 1 or more years of teaching or tutoring experience?
- Would you like to give back to the community?
- Want to work with a successful and fast growing nonprofit?
- Do you want to make a competitive hourly rate?

If you answered yes to any of the questions above, then please consider applying to the  
**Youth Policy Institute's  
(SES) Supplemental Educational Services Program.**

The Youth Policy Institute (YPI) is looking for In-home & Center tutors to work in our Supplemental Educational Services (SES) Program. Our SES program offers tutoring services to K-12 students in either Math or Language Arts.

Tutoring sessions are conducted in the local libraries or at the student's home.

**We are looking to hire tutors who are available to tutor at the following sites:**

- **South LA**~ Gardena, Watts, Athens, Florence, Long Beach, South Gate, San Pedro, Wilmington, Lomita/Rancho Palos Verdes
- **San Fernando Valley**~ Van Nuys, Arleta/Pacoima, Northridge, North Hills, Canoga Park, Panorama City, Sun Valley, Sylmar
- **Downtown/Central Area**~.Downtown LA, Westlake, Pico Union, Echo Park, Korea Town, Mid-Wilshire, Highland Park,
- **East LA** ~ Boyle Heights, City Terrace, Huntington Park, El Sereno, Maywood, Walnut Park,

<b>In-home/Library tutors:</b> \$15-20.00 an hour depending on experience
---

**Minimum requirements:**

- Be available to work a minimum of 15 hours and up to 32 hours per week during the times below:
  - Monday-Friday: 4-6pm and/or 6-8pm
  - Saturdays: 9-12pm, and/or 12-3pm and/or Sat. 3-6pm
  - Sundays: 9-12pm and/or 12-3pm and/or 3-6
- Commit to working with 3 students (12-15 hours a week) minimum
- Able to work until May 31 2011
- Pass a criminal background check and provide verification of TB test
- Have reliable transportation to travel to center or local library or student's home
- Must have 3 years or more of academic tutoring or teaching experience
- Proven ability and commitment in assisting children in Math and/or Reading and Writing
- Have access to a computer and check email frequently
- Excellent organizational, computer savvy and ability to do paperwork and meet strict biweekly deadlines
- Mostly be able to tutor 1 on 1 but some small group tutoring may be required
- **Bilingual Spanish/English is a huge plus**
- Attend paid mandatory training in the summer, the month of August 2010

**Important Mandatory Training Dates:**

- Saturday, 8/14/10, (open all day) & two additional weekdays trainings during the week of 8/16-8/19/10 from 4pm-8:15pm)
- Saturday, 8/21/10, (open all day) & two additional weekdays trainings during the week of 8/23-8/26/10 from 4pm-8:15pm)

**Additional qualifications:**

- Bachelor's Degree or enrolled in a 4 year College/University.
- Very flexible schedule and highly dependable
- Comfortable tutoring & teaching underserved communities

**Center Tutor:** \$20.00-35.00 an hour depending on experience

**Minimum requirements:**

- Must have *California Teaching Credentials (NO EXCEPTIONS)*
- Ability to help English language learners become bi-literate and bilingual Candidates with CLAD/BCLAD highly encouraged
- Be available to work a minimum of 15 hours and up to 32 hours per week during the times below:
  - Monday through Friday from 4-6 pm and/or 6-8pm
  - Saturdays: 9-12 pm and/or 12-3 pm and/or 3-6pm
  - Sundays: 9-12 pm and/or 12-3 on and/or 3-6 pm
- Have access to a computer and check email frequently
- Able to work until May 31, 2011
- Able to pass a TB test and criminal background check
- Must have reliable transportation to travel
- Be willing to travel to tutoring center sites
- Manage classroom that ranges from 8-10 students (with help of Teacher's Assistant to provide 5 to 1 ratio)
- Bachelor's Degree
- Will consider individuals that are currently obtaining teaching credential, clearing credential, out of state teaching credential with teaching experience
- Proven ability to assist children in an academic environment with math, reading and writing
- Excellent organizational skills, computer savvy and ability to do paperwork is a must
- Knowledge of computers and multi-media applications a plus
- **Bilingual Spanish/English is a huge plus**
- Attend paid mandatory training in the summer, August 2010

**Important Mandatory Training Dates:**

- Saturday, 8/14/10, (open all day) & two additional weekdays trainings during the week of 8/16-8/19/10 from 4pm-8:15pm)
- Saturday, 8/21/10, (open all day) & two additional weekdays trainings during the week of 8/23-8/26/10 from 4pm-8:15pm)

## **HIRING PROCESS**

To apply, please e-mail the following information to [SESjobs@yplusa.org](mailto:SESjobs@yplusa.org)

(Please write “*In Home Tutor*” or *SES Center Tutor Position*” in the Subject line .)

- Resume and cover letter (**please include your tutoring locations of preference**)
- Name/contact information of three references.

The Youth Policy Institute is an equal opportunity employer