

JOB DESCRIPTION

POSITION: Tutor/College Advisor Part-time

PROGRAM: FamilySource Center

Reports to: Youth Services Coordinator

Salary Range: Part-time \$18,720-\$22,872 @ 50%

Position Summary: – Part-time (up to 20 hours)

Tutor/College Advisor at the North Hollywood-Sun Valley FamilySource Center (FSC) will energize, inspire, and captivate the potential of under-represented Middle and High School youth to create a relevant, constructive, and practical post-secondary education action plan. Tutor/College Advisor is responsible for assisting in the development and implementation of enhanced learning opportunities for youth, and their families, in order to improve the youth's academic performance, financial capability, cultural and social acuity, leadership skills, and community engagement. Tutor/College Advisor must also motivate, educate, and prepare students in underserved communities to pursue higher education and provide them with the tools and guidance necessary to achieve their post-secondary education aspirations. All FSC-staff must understand the FSC program purpose, vision and objectives, be knowledgeable of services and resources, and engage in the following activities: outreach, intake/assessments, referrals, and case management.

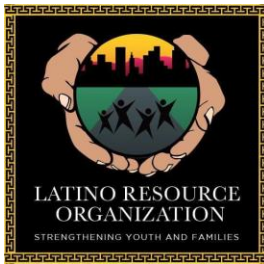
Responsibilities:

Student Academic Achievement

- Knowledge of A-G requirements; counsel students and assist in the progress of A-G.
- Compose and facilitate structured, supplemental lessons in Mathematics, English Language Arts, and Reading Comprehension.
- Conduct and/or leverage educational/informative workshops for youth and parents, such as Job Soft Skills Workshops, FAFSA Workshops, Life Skills Classes, resume building, and public speaking workshops.
- Integrate the FSC College Corner, research adequate resources and referral services beneficial to student academic achievement.
- Assess and monitor individual progress and growth.
- Coordinate and monitor program activities.

Case Management

- Provide Case Management to youth, responding to all concerns in a timely manner, facilitating meetings between staff, parents, youth with goal of finding a resolution, assisting coordinators and supervisors with documenting student cases, and ensuring proper protocols are followed. Development Individual Service Plans using SmartGoals to establish short and long-term goals leading to the academic development of youth. Co-Case Manage with Adult Case Managers as needed for wrap around supportive services.



Community Engagement

- Coordinate and monitor higher education campus visits, including colleges and universities, vocational/trade schools, and professional schools.
- Network with campus representatives and other youth service agencies to develop, implement, and sustain a guest speaker and financial literacy series.
- Seek scholarships, internship, summer employment opportunities, resource fairs, and other Civic-community involvement activities for participants to productively participate in throughout the year.
- Expose participants to enhanced learning opportunities and additional community resources.

Mentoring

- Motivate and facilitate the exploration of youth's career and educational interests.
- Promote and peak youth interest in higher education and self-advocacy.
- Guide youth and parents through the college, financial aid, and scholarship application process.
- Guide youth and parents through the trials of Middle & High School.

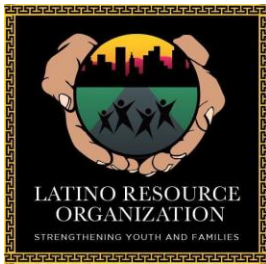
Administrative Support

- Submit monthly reports on program progress.
- Submit weekly attendance reports.
- Monitor youth attendance.
- Measure youth progress via pre/post testing analysis.
- Participate in team meetings and City of Los Angeles meetings and trainings.
- Assist in the development of corrective action plans for underperforming youth.
- Assist with other general duties as assigned by Youth Services Manager

Qualifications and Experience:

- Bachelor of Arts degree required. BA is preferred in Social Work, Sociology, Human Services, Psychology, or related field
- Possess thorough knowledge of laws, regulations and guidelines related to confidentiality
- Excellent verbal and written communication skills
- Excellent and effective public speaking and presentation skills
- Ability to coordinate multiple assignments and prioritize
- Ability to handle sensitive and confidential issues in a professional manner
- Ability to manage crisis situations
- Ability to work independently as well as in a collaborative
- Residency in and /or familiarity with the target area and its cultural diversity
- Excellent knowledge of word processing tools and spreadsheets (MS office word, excel, access, etc.)
- Working knowledge of office equipment and computer hardware and peripheral devices
- Detail-oriented.

Additional Requirements:



- Must have a valid California Driver's License, Liability Insurance, and an automobile in good working condition
- Fingerprinting and TB Clearance
- CPR/First Aid Certification is a plus
- Flexible with working hours, including evenings and weekends
- Bilingual English/Spanish preferred