



華埠服務中心  
**Chinatown Service Center**

After School Tutor

The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

**Position:** After School Tutor (Part-Time)

**Open Date:** January, 2018

**Closing Date:** Until filled

**Job Summary:**

The tutor assist the After School Program elementary and middle school students to complete their homework daily; assist and monitor the students' additional work given by the Program.

**Job Responsibilities:**

- Tutor elementary and middle school age students during after school, between 2 p.m. to 5 p.m.
- Review and correct all the students' work after completion.
- Monitor all the homework need to be submitted to the teachers the following day are completed.
- Additional tasks and responsibilities as needed.

**Qualifications:**

- Relevant experience working with elementary and middle school students, preferably in an urban setting.
- Capable of handling a group of students with patient.
- Able to read, speak and write English.
- Ability of conversational in Mandarin or Cantonese preferred.
- Proficient with Microsoft Office and internet.
- Must pass a fingerprint background check.
- A valid driver's license and car insurance.

**Please send your resume to:**

[cschr@cscla.org](mailto:cschr@cscla.org)

**Subject: After School Tutor**

**Chinatown Service Center is a nondiscrimination equal opportunity employer.  
Reasonable Accommodations are available upon request to individuals with disabilities.**