



*Long Beach, Ca.*

### ***Now Hiring: After School Tutors***

Tutors are responsible for leading one-on-one or small group lessons that cater to the needs and goals of OJS students. Responsibilities include:

- Assisting students with homework, projects, test preparation, papers, research, and other academic tasks
- Working with students to help them understand key concepts, especially those learned in the classroom
- Teaching skills to improve academic performance, including study strategies, note-taking skills, and approaches to answering test questions
- Demonstrating academic best practices for specific subjects and assignments, including research and writing tactics
- Developing and distributing learning materials to supplement classroom lessons, including study guides; online resources, or software
- Conducting practice tests to track progress, identify areas of improvement, and help set goals for exam preparation
- Providing students positive and constructive feedback
- Offering feedback on progress to students' parents/MSW counselors and student success/access coordinators where appropriate
- Tracking regular attendance to our tutoring center known as the Learning Resource Center.
- Other duties may include grade checks, staffing lab and ensuring students' grades and participation increase semester over the semester (where applicable); attending periodic staff/program team meetings.

**Pay:** \$22.00 - \$24.00 per hour

**Job type:** Part-time

**Number of openings for this position:** 2

**Schedule**

- Monday to Thursday
- 3:00-6:30pm

**Tutoring experience:** 1+ years required

**How to apply:**

Email resume and cover letter to Executive Director, Irene Quevedo:

[irene@operationjumpstart.org](mailto:irene@operationjumpstart.org).

Applications without cover letters will not be reviewed. No phone calls.