



New Economics for Women®

LEARNING CENTER INSTRUCTOR

Reports to: After-School Learning Center Program Manager	Salary: Starting at \$13 per hour	Employees to be supervised: N/A
Location: Los Angeles Area	Work Hours: Part-time 20-29 hours per week-during school year (3:pm to 7 pm), some weekends, spring/summer day camp- full-time 40 hours a week	

At NEW, we believe that Poverty is a monster destroying hope and prosperity in the lives of low income communities and their families. Using NEW’s transformative approach we connect people, communities, and families to their own sense of power and economic mobility. We implement a holistic approach in all we do by addressing families' basic needs, such as finding a stable and safe place to live, to supporting ambitious plans such as purchasing a home or starting a business.

At NEW we respect and honor all families, communities and cultures. We encourage innovation and “thinking outside the box”. We expect all employees to connect, create, and celebrate by being authentic, bold, engaged and transformational.

Position Summary:

Assist in the development and implementation of enhanced learning opportunities for children and youth to help improve their academic performance, social development and health awareness.

Duties and Responsibilities:

- Provide homework assistance to improve academic performance
- Conduct individual and small group tutoring for grades K-8
- Plan and lead organized enrichment and recreational activities that meet the academic and social development needs and interests of the children and youth
- Plan and lead organized and structured fitness, social, and cultural activities
- Utilize available materials, resources, and information to further the children and youth’s experience
- Supervise children and provide a positive environment for children to learn
- Know and apply emergency procedures and first aid when necessary
- Maintain a clean, organized and safe environment for all participants
- Enforce Learning Center rules and organization standards and values
- Interact with parents to promote and encourage participation and notify them of progress
- Participate in field trips and other special events (weekends)
- Assist with the planning and coordination of Spring and Summer Camp activities
- Prepare information for reporting purposes
- Submit weekly reports on a timely manner
- Attend mandatory staff meetings
- Participate in other program areas or other duties as assigned

Qualifications and Experience:

- High-School Diploma or equivalent - Must be at least 18 years of age
- One (1) year experience working with youth in teaching, tutoring or child care
- Positive role model for youth and capable of relating to youth
- Self-driven, creative and possess a positive/can-do spirit
- Problem solving and critical thinking skills
- Communicative team player with Program Manager, Coworkers, partners and participants



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- Ability to organize and execute multiple tasks
- Ability to be thorough, timely, and efficient with paperwork
- Ability to move chairs, tables, and other basic furniture to accommodate room space for an activity
- Ability to daily pick-up, carry, and set-up delivered lunches/snacks for children at each center
- Ability to pick-up, carry, and set-up various props, supplies, and equipment for various events hosted at different throughout the year.
- Must be creative.
- Strong verbal and written communication skills.
- Organized, self-motivated, and detail oriented.
- Demonstrated ability to work effectively as a team member.
- Experience working with individuals of diverse ethnic backgrounds.
- Residency in and /or familiarity with the target area and its cultural diversity is a plus
- 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

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
- Fluent in Spanish is preferred

Apply via e-mail or website only

Submit your resume with a cover letter:

Via Website: <https://neweconomicsforwomen.org/our-job-openings/>

Via E-mail : hr@neworg.us

(Please ensure to include the position you are applying for on the subject of your e-mail)

For additional information you may contact Human Resources:
303 S Loma Drive, Los Angeles, CA 90017 | (213) 483-2060 Ext-311
E-mail hr@neworg.us

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Learn more about us at: www.neweconomicsforwomen.org

New Economics for Women (NEW) creates economic and educational opportunities for single parents, families and disinvested communities as a pathway for dreams to come true.

**EQUAL
OPPORTUNITY
EMPLOYER**