



# Proyecto Pastoral at Dolores Mission

135 North Mission Road, LA, CA 90033  
Phone (323) 881-0018 Fax (323) 268-7228  
www.proyectopastoral.org

- POSITION:** Academic Tutor (5)  
(11<sup>th</sup> and 12<sup>th</sup> grade level math, science, English – MATH highly needed)
- LOCATION:** IMPACTO programs
- STATUS:** Part-time, temporary (ends June 2017), hourly rate \$14.00 -\$16.00, depending on experience. 10 to 12 hours weekly.
- HOURS:** To be determined based on need. *After-school hours (3pm to 5pm) and Saturday may be required.*
- Start date:** ASAP

## **PROGRAM SUMMARY:**

The Academic Tutor will work closely with an IMPACTO Coordinator at our partner school to implement academic tutoring for students who are high-need. The Academic Tutor must have the skills to prepare academic lesson plans and provide academic tutoring that is centered on skill building. The Academic tutor works closely with the Academic Case Manager, Community School Coordinator, and other partners to best meet the youth's academic needs. The Academic Tutor is part of the IMPACTO team that provides high quality program to youth and families at partner high schools in Boyle Heights.

## **DUTIES & RESPONSIBILITIES:**

- Plan for and implement academic tutoring for small groups and/or 1-on-1 support.
- Provide holistic skill-building amongst a designated group of youth, as assigned by the Academic Case Manager and/or Community School Coordinator.
- Communicate effectively with staff and work as part of a team with other staff members to coordinate after school program activities.
- Ensure all youth participants are enrolled in the IMPACTO program.
- Ensure the physical/emotional safety and positive engagement of youth enrolled in the program, using positive behavior management strategies aligned with the values of the organization.
- Assist students with homework and ensure its completion daily.
- Build relationships and work to align and integrate the IMPACTO work, the Promesa Boyle Heights Community-School approach, and other school-wide priorities.
- Work closely with the Promesa Boyle Heights CS Coordinator at the partner school; including participating in meetings on need be basis
- As an important member of the partner-school team, attend relevant school meetings as deemed necessary by the ACM.
- Perform other duties as needed and as designated by the program director such as: collaborate with the IMPACTO After-School Site Coordinator, attending field trips, staff development and other IMPACTO meetings.

## **SKILLS & ABILITIES**

- Ensure a positive working and learning environment.
- Enthusiasm, professionalism and creative initiative.
- Experience collaborating with multi-team resources and working with various partner organizations to support individual youth and their families.
- Enthusiastic team builder with strong leadership skills including.
- Flexible, resilient, self-starter with a good sense of humor.
- Ability to work flexible hours (ie. evenings and some weekends)
- Ability to speak Spanish preferred, and to interact with and develop relationships with parents.

## **EXPERIENCE & EDUCATION**

- Bachelor's degree preferred.

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- Minimum of 2 yrs. working with youth and community organizations, including knowledge of social services network in the Boyle Heights community.
- Understands the dynamics affecting vulnerable youth populations and their families and has experience with culturally sensitive- solution best approaches.
- Understanding of youth development practices, including a commitment to social justice and youth empowerment.
- Excellent oral and written communications skills with youth and adults
- Must have valid CA driver's license and access to a car

**APPLICATION INSTRUCTIONS:**

To apply please e-mail a cover letter and resume to [impactohire@gmail.com](mailto:impactohire@gmail.com) or mail to 135 North Mission Road, Los Angeles, CA 90033. PLEASE write ATTN: ACADEMIC TUTOR in the subject line of the email.

ADDITIONAL INFORMATION

**ORGANIZATIONAL BACKGROUND:**

**Proyecto Pastoral** was founded in 1986 to empower the community through grassroots projects in education, leadership, and service. Our programs include the Guadalupe Homeless Project (GHP), emergency shelter combined with support services that help men and women transition into independent living; IMPACTO, an after school academic enrichment program for K-12 youth and the Aliso-Pico Recreation Center; Early Childhood Education Centers, focused on preparing children 18 months to 4 years old for Kindergarten; Comunidad en Movimiento, focused on civic engagement and leadership development; and Promesa Boyle Heights. Proyecto Pastoral serves over 4,000 children, youth and families.

**Promesa Boyle Heights** is a passionate collaborative of residents, youth, schools, local organizations and public/private institutions working together to realize a vision where: 1) every child has an opportunity to learn, grow and succeed from cradle through college and career; 2) families can live a stable, healthy and fulfilling life; and 3) every individual is empowered to act and create a more just and interdependent community. For more information, visit: [www.promesaboyleheights.org](http://www.promesaboyleheights.org)