

NEW ECONOMICS FOR WOMEN
LEARNING CENTER LEAD INSTRUCTOR

Reports to: Learning Centers Program Manager	Salary: Based on Experience	Employees to be supervised: N/A
Location: Canoga Park or Van Nuys	Work Hours: 3:00 pm to 7:00 pm	

Expectations for all Employees:

At NEW we respect and honor all families, communities and cultures. We encourage innovation and “thinking outside the box.” Customers are our focus – and we consider everyone we come in contact with to be a customer. We expect the best while consistently striving for excellence. And we invest in people for the long run, intending to make a positive impact on generations to come. We expect all employees to support the organization’s mission, vision, objectives and values by exhibiting the following behaviors: respect, innovation, accountability, ownership, collaboration and a strong commitment to our community.

Position Summary:

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

Duties and Responsibilities:

- Provide homework assistance and guidance in the areas of: reading, math, science, and social studies
- Supervise children and provide a positive environment for children to learn
- Supervise support staff and volunteers
- Oversee the day-to-day operations of the Learning Center
- Maintain a clean and safe environment for all participants
- Conduct reading development sessions
- Conduct individual and small group tutoring for grades K-6
- Lead organized and structured fitness, social, and recreational activities
- Lead organized arts & crafts activities for grades K-6
- Enforce Learning Center rules
- Interact with parents to promote and encourage participation
- Coordinate, organize and participate in field trips and other special events
- Follow strict program setting that insures the health and safety of children
- Prepare information for reporting purposes
- Other duties as assigned

Qualifications and Experience:

- One year experience working with the youth in teaching, tutoring or babysitting capability
- Positive role model for youth and capable of relating to youth
- Must be at least 18 years of age.
- Bilingual applicants encouraged.
- Problem solving skills.
- Ability to self-start and organize multiple tasks.
- Ability to be thorough, timely, and efficient with paperwork.
- Communicative team player with Learning Centers Program Manager and Co-Instructor

To apply, please submit your resume to:
NEW ECONOMICS FOR WOMEN-
ATTENTION: HUMAN RESOURCES DEPARTMENT
303 S. LOMA DRIVE LOS ANGELES, CA 90017
PHONE: (213) 483-2060 EXT. 309

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FAX: (213) 483-7848
hr@neworg.us

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