

**LONG BEACH BLAST (BETTER LEARNING AFTER SCHOOL TODAY)
LONG BEACH, CA**

Title: Operation READ Program Tutor Program: Operation READ Program
Employee Status: Part-Time, non-exempt Reports To: Director of Mentoring Services

Position Summary:

Tutors small groups of students in reading and literacy skills. Students will be in grades 5-12, tutor may give preferences in age groups to serve. All students in the program will be performing two grades below their grade level in reading. Tutors will work with each of their groups at a minimum 3 sessions per week, and may work with up to 5 groups of students, dependent on preferences and scheduling.

Essential Functions:

1. Provides consistent support to students struggling with literacy skills. Addresses students' needs at the level where they are functioning.
2. Ensures that Operation Read paperwork regarding children served is properly completed and turned in to the Operation Read Program Coordinator on a weekly basis.
3. Implements Operation Read program activities and curriculum according to training.
4. Communicates regularly with the Operation Read Program Coordinator, and with BLAST staff as needed.
5. Attend scheduled sessions weekly, and provides a consistent, caring environment for students served.
6. Promotes healthy social and behavioral development among participation at-risk youth.
7. Adheres by all Operation Read and Long Beach BLAST guidelines and procedures.

Skills / Requirements:

1. Must be 18 years of age with high school diploma or equivalent, some college preferred.
2. Ability to work with children from all walks of life.
3. Excellent verbal and written communication skills.
4. Highly organized with exceptional time management skills.
5. Excellent interpersonal skills.
6. Creative, enthusiastic, and highly motivated.
7. Proven leadership and team-building skills.
8. Proficient in MS Office products.

Material and Equipment Involved:

Own transportation and provide proof of automobile insurance required.

Minimum Education and/or Training:

Some college preferred. Some experience working with children in an after school or school setting essential. Background in education, or child development helpful. Experience working in volunteer settings also helpful. Required Operation Read training will be provided.

**To apply, send your cover letter & resume
via e-mail or fax to:**

Long Beach BLAST
Attn: Leslie Keeney, Director of Mentoring Services

E-mail: leslie@lbblast.org

Fax: (562) 437-7719

PLEASE NOTE:

BLAST prefers to receive applications via e-mail.

Cover letters and resumes sent via e-mail MUST be sent as ATTACHED Word documents, and NOT as inline text.

Cover letters & resumes sent in the body of e-mails will be discarded.