

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

Title: Operation Read Tutor
Date: September 2007
Employee Status: Part-Time

Program: Operation Read
Reports To: Operation Read Coordinator
Salary / Hours: \$10 per hr / 10-15 hours per week

Position Summary:

Tutors small groups of students in reading and literacy skills. Students will be primarily in grades 5 -12, and may be on probation or in foster care. Tutors 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 for 3 hours each 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 filed.
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.
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 required. 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.

Interested candidates should apply by sending a cover letter and resume via e-mail or fax to:

Long Beach BLAST
Attn: Veronica Rodriguez
Re: OPERATION READ PROGRAM
E-mail: veronica@lbbblast.org
Fax: 562-437-7719

PLEASE NOTE:

BLAST prefers to receive applications via e-mail.

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

Cover letters & resumes sent as part of an e-mail will be discarded.