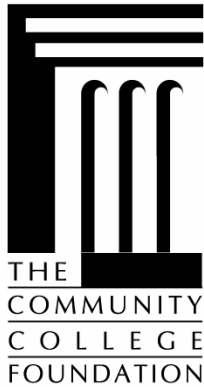


JOB OPPORTUNITY



Job Title: EDUCATION ADVISOR
YOUTH DEVELOPMENT SERVICES

Pay Rate: \$16-\$17.50/hour DOE
PART TIME, 25 HOURS/WEEK

Location: LOS ANGELES-(WLAC & ELAC)

Start Date: ASAP

Essential Responsibilities

- Meet with caregiver/provider and youth to administer and score a nationally recognized educational assessment tool
- Presents information (written/computer) regarding youth to social worker and transition coordinator.
- Provides written information concerning Program deliverables to TCCF YDS supervisors
- Motivates youth to participate in tutoring and life skills activities
- Monitors activity of youth involved in YDS Program
- Provide record keeping activity as needed for Program tracking
- Participates in motivational activities, monthly activities
- Attend staff meetings to coordinate with other YDS Program activities
- Participates in YDS Program presentations when applicable
- Collaborate with assigned community colleges to deliver academic assessment and life skills classes and services
- Community outreach (attend SPA mtg.'s, etc) to enhance self sufficiency opportunities for youth in their area
- Participates in all activities involving 14 year-old and above potential emancipating YDS eligible and young adults.
- Data entry (entering youth information into database)
- Recruit, interview, hire, train, orient and manage tutors
- Outreach to and follow-up with eligible youth for tutoring, in addition to tracking those referrals and the outcomes
- Participate in all tutor trainings,
- Match tutors with youth and ensure proper scheduling of tutoring
- Track the tutoring hours and youth's progress in database
- Ensure that pre and post assessments are completed for all participants and then entered into the database
- Knowledge of external tutoring programs (for GED, CASHEE and SAT preparation and other programs) and the ability to accurately refer and follow up on referrals of youth to the other tutoring programs
- Ensure all paperwork, including tutor timesheets, are completed in a timely and thorough manner

- Provide group activities for tutors

Essential Qualifications

- Ability to self-start and organize multiple tasks
- Has demonstrated thoroughness, timeliness, and efficiency with paperwork
- Communicative team player with their families, communities, and TCCF staff, etc.
- Must have valid California Driver's License, dependable transportation, fingerprinting required

Essential Education

- BA/ Social Services or related skills and experience

Please submit resume and cover letter to:

**Attn: Human Resources
The Community College Foundation
1901 Royal Oaks Drive
Sacramento, CA 95815
Fax: (916) 922.2309
Email: HR@communitycollege.org**