



Oxnard Office  
Channel Islands High School  
1400 Raiders Way  
Oxnard, CA 93033  
805-834-1457

Position: Tutor/Mentor

How: Work in-person at Channel Islands High School

Rate: \$15.00, 15 –20 hours per week, flexible

Employment type: Part-time

Date of Employment: Wednesday, March 1, 2023

### **About Us**

LULAC National Educational Service Centers, Inc. (LUNESC) -- a national non-profit organization -- was established in 1973 for the purpose of implementing education and leadership programs that narrow the opportunity gap for America's Latino youth. LUNESC was founded by the League of United Latin American Citizens (LULAC), the country's oldest and largest Hispanic membership organization. In the early 1970's, LULAC National Educational Service Centers (LUNESC) attained its own separately incorporated 501 C 3 status and began to develop community-based programs aimed at increasing the educational attainment of economically disadvantaged students. For over thirty years LUNESC has focused on creating a menu of developmentally appropriate educational initiatives. These model programs are designed to help the organization reach its mission of providing the highest quality educational programs needed to help members of the Hispanic community become life-long learners and leaders.

### **Program Summary and Key Duties**

LULAC National Educational Service Centers (LUNESC) seeks part-time, grant-funded tutors to work with the LUNESC Oxnard Project Director and Staff to provide academic support in the form of one-on-one or small group tutoring. The tutor will help the student comprehend subject material in order to successfully complete the course. Additional school related activities will include

- leading academic tutoring sessions to help program participants develop the skills required to master academic course material, specifically S.T.E.M. courses
- weekly student check-ins
- attending weekly staff meetings
- Organizing and assisting with academic workshops and events
- completing tutorial logs
- ot her duties as assigned or requested by Program Director.

The goal of the LUNESC Oxnard is to improve the academic achievement, retention, college enrollment, and college persistence rates of its participants in order to prepare disadvantaged

youth for the academic challenges and rewards of pursuing and completing post-secondary programs.

**Qualifications**

- College preferred.
- Strong oral and written communication skills.
- Strong skills in the Tutor subject area
- Knowledge with a virtual whiteboard
- Able to work with diverse populations.
- Must be flexible and reliable
- Reliable internet access
- Bilingual Spanish/English preferred.

SIGNED: \_\_\_\_\_ Date: \_\_\_\_\_