Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 1200+ people strong and growing!

You could play a key role supporting the **CCFA** Division! Go to our job board to apply: job board

The FRC Tutor – Project Based job at a glance

General Summary

Under general supervision of the Education Coordinator, the Family Resource Center (FRC) Tutor provides individual and small group academic tutoring to children participating in the afterschool tutoring and academic support programs. The FRC Tutor delivers homework assistance, remedial support, and academic enrichment, monitors and communicates student participation and progress; and maintains required service documentation.

Part-time and project-based position: This is an onsite, part-time role typically scheduled during after-school hours, with occasional evening or weekend work based on program needs. This position is **project-based** and funded through a County contract with a current end date of **June 30, 2028**; continuation beyond that date depends on contract renewal and available funding.

Core Benefits!

- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
  - CCRC ***covers approximately 90-100% of employee and dependent*** medical and dental coverage, and ***90%*** vision coverage!
  - There are a variety of medical and dental plans offered.
  - **Basic Life Insurance and Long-Term Disability** paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
  - Upon meeting eligibility, employees receive a ***5% contribution*** and may participate in the ***match of 50% up to the 1st 7% of deferrals***
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities **for learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture**: Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

The Details of the Job:

Essential Duties And Responsibilities

Within a team environment, this position will perform the following responsibilities:

Direct Tutoring & Instruction 55%

- Provide individual and small-group tutoring focused on homework assistance, remedial support, skill development, and academic enrichment.
- Deliver tutoring in assigned subject areas, which may include reading and language arts, social studies, computer science, and STEM.
- Use curriculum, lesson activities, and instructional resources approved by the Education Coordinator.

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- Adapt instruction to students' ages, academic levels, identified needs, abilities, and learning styles.
- Support effective communication in tutoring services delivery; refer students to another tutor, utilize electronic translation tools, or provide bilingual tutoring if language-specific support is requested by the student or family
- Maintain an organized, encouraging, and safe learning environment and follow established professional boundaries and program procedures.

Academic Progress Monitoring & Documentation 20%

- Observe and document student participation, assignments, skill development, academic progress, and areas requiring additional support.
- Maintain legible, complete, accurate, and timely attendance, activity, and progress records in accordance with program and contract requirements.
- Communicate regularly with the Education Coordinator regarding student progress, attendance, service needs, incidents, and program updates.
- Implement academic strategies and service adjustments directed by the Education Coordinator.

Student Engagement and Family Communication 15%

- Build appropriate and supportive relationships with assigned students and encourage consistent participation and academic effort.
- Serve as a mentor to assigned students and provide emotional and social support .
- Communicate regularly with parents and caregivers regarding student participation, progress, and areas of need, in coordination with the Education Coordinator.
- Refer academic, behavioral, family support, safety, or resource needs to the Education Coordinator or other designated FRC leadership for follow-up.
- Support family participation in tutoring related activities and share approved learning resources that encourage continued learning at home.
- Maintain positive communications with agency staff, clients, visitors, and community partners and consistently present a professional image.

Program Support and Compliance10%

- Prepare tutoring materials, computers, supplies, and hands-on learning activities needed for assigned sessions.
- Assist with tutoring program enrollment activities, assessments, orientation, workshops, or events when there is a business or program need.
- Maintain assigned work areas and promptly report safety, equipment, supply, or facility concerns.
- Immediately report any injury, behavioral issue, safety concern, or emergency to the Education Coordinator so required County reporting is completed within twenty-four (24) hours.
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- Comply with mandated reporter obligations under California Child Abuse and Neglect Reporting Act (Penal Code 11164-11174.3), including completing required training and reporting known or suspected child abuse or neglect in accordance with law and agency policy.
- Complete annual County Human Services Privacy and Security training, sign the annual Confidentiality Statement, and immediately report any suspected or actual breach of confidential information.

Non-Essential Duties And Responsibilities

These duties include tasks that are required and comprise less than 5% of daily functions for this job:

- Participate in monthly one-on-one meetings, individual reflective meetings, group reflective meetings and team meetings.

- Participate in continuous quality improvement as needed.
- Represent CCRC at community events including, but not limited to, CCRC sponsored events, community outreaches, and community partner meetings.
- Other duties as assigned.

Job Specifications

Minimum Required

Experience

- Minimum of six (6) months of experience working with children or youth in one or more of the following (formal or informal): tutoring, mentoring, classroom instruction, childcare, youth programs, or a comparable setting.
- Relevant transferable skills from other experience working directly with children or youth will be considered in meeting this requirement.

Education or Credential Requirement- meet ONE of the following:

- Active and valid California Teaching Credential (Single Subject, Multiple Subject, or Education Specialist Instruction Credential preferred); **or**
- Candidates without a California Teaching Credential may be considered, if they meet the following:
    - Education: A Bachelor's degree or higher; **or** are currently enrolled in a college or university Bachelor degree program with a minimum of Associate's Degree or equivalent units completed. County Approval: Tutors without an active Teaching Credential require prior County approval before assignment.

Technical Requirements

- Intermediate proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) for developing educational materials, tracking participation and outcomes, preparing reports, and managing communication.
- Experience using virtual learning and meeting platforms (e.g., Zoom, Microsoft Teams, Google Meet) and online educational resources.
- Working proficiency with records management to maintain accurate electronic and paper records and use program databases and data-tracking systems

Behavioral:

- Strong interpersonal, mentoring, and relationship-building skills with children, families, and community partners.
- Patience, adaptability, and the ability to tailor instruction to varying learning needs, abilities, and styles.
- Ability to exercise discretion, confidentiality, apply good judgment in making decisions, work independently and take initiatives.
- Demonstrate regular, reliable, and predictable attendance to carry out the essential functions.
- Adherence to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
- Adherence to technological security in accordance with Agency policy and legal requirements.
- Demonstrated ability to work effectively with socially, culturally, and ethnically diverse children, families, and communities.
- Excellent verbal and written communication skills, including the ability to communicate clearly and appropriately with children, families, staff, and community partners.
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- Cooperative work, effective Organization skills and Customer Service; collaborative teamwork, accurate work product, strong problem-solving skills, and effective critical thinking; strong leadership skills.
- Ability to prioritize work effectively, multi-task, adjust to meet multiple demands; follow up with tasks through completion; ensure deadlines are met.
- Show ability to have flexibility, maturity of judgment, and ability to work collegially.

Travel:

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- This position requires minimal travel up to 10%, primarily to community partner locations for referrals or Life Skills sessions, and occasional attendance at agency meetings or trainings. Will consist of travel to and from agency locations and regional external clients for trainings. Staff members driving on behalf of CCRC may choose to drive a CCRC vehicle or own vehicle and must meet requirements to be an approved driver including holding and maintaining current auto insurance, current California Driver's License and DMV clearance required.

Work Schedule:

- Part-time, typically afterschool hours Monday through Friday, with the ability to work a non-traditional schedule, including early mornings, late evenings, and weekends as needed.

Work environment:

- This position is onsite, performing work at the assigned Family Resource Center site. The position is subject to typical indoor working conditions, including moderate noise and temperature variations.

Background & Health Clearance Requirements: Background requirements determined according to the requirements of the program(s) which the position will be supporting.

- **Background check required**. As a grant-funded Agency supporting Children and Family Services, CCRC conducts background checks commensurate with the role to verify candidate qualifications (criminal history, employment history / experience, education, reference checks) and ensure grant compliance. Specific roles may have additional verification / clearance to the standard background check as part of the recruitment and selection process, including:
    - **Live Scan Clearance / DOJ Fingerprinting:** For positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health and Safety Code Section 1596.871 and/or Head Start Program Performance Standards 1302.90).
    - **Health Clearance:** For positions working directly with the public in a child/ community care or child / community care adjacent setting or working with "at risk" populations, CA Code of Regulations Title 22, §101216, CA Health and Safety Code 1596.7995, and/or Head Start Program Performance Standards 1302.93)
    - **MVR / DMV clearance** in accordance with CCRC's liability insurance provisions: For positions where driving is required.
    - **Child Development Permit:** For positions working in an educational capacity (California Education Code Sections 44242.5, 44340, and 44341)
    - **CPR / Pediatric CPR certification:** For certain identified positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health & Safety Code 1596.865 – 1596.866)
    - **Federal Debarment Checks:** For positions acting in a principal capacity to federal funds (Head Start Program Performance Standards 1304.11, Code of Federal Regulations Title 2 Grants and Agreements 2.180.320 and 2.180.995)
    - **Credit & Bankruptcy Check:** For positions with fiscal responsibility (roles with authority over financial transactions), a credit and bankruptcy check will be conducted to assess financial responsibility in alignment with agency standards and applicable laws, including the federal Fair Credit Reporting Act (15 U.S.C. 1681 et seq.) and California Labor Code restrictions on credit reports (Labor Code 1025.5

Preferred

All minimum requirements met above, plus:

- **Experience:** One (1) year or more of experience providing tutoring, academic support, or instruction to children or youth.
- **Bilingual:** Ability to converse, write and/or translate in English/Spanish or Armenian.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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Physical Activity					
Activity List the number of hours spent performing the activity.	**Hours Per Day**				
	NA	**0-2**	**3-4**	**5-6**	**7-8**
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	x		☒	☐	☐
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	x		☐	☐	☐
Crawling: Moving about on hands and knees.	x	☒	☐	☐	☐
Crouching: Bending the body downward and forward by bending the leg and spine.	x	☒	☐	☐	☐
Driving: A car, truck, forklift or other types of moving equipment.	☐	x	☐	☐	☐
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	x	☐	☐	☐	☒
Grasping: Applying pressure to an object with the fingers.	☐	☐	☒	☐	x
Hearing: Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	☐	☐	☐	☐	x
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	x	☐	☒	☐	☐
Lifting (Light): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. **Lifting up to 30lb** objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	☐	x	☒	☐	☐
Lifting (Med): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. **Lifting 30lb – 50lb** objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	x	☐	☒	☐	☐
Lifting (Heavy): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. **Lifting 50lb+** objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	x	☐	☒	☐	☐
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	☐	x	☒	☐	☐
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	☐	x	☒	☐	☐
Reaching: Extending hand or hands and extending arm or arms in any direction.	☐	x	☒	☐	☐
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	☐	☐	☐	☐	x
Sitting: Particularly for long periods of time.	☐	☐	☐	x	☐
Standing: Standing or staying on feet for sustained periods of time.	☐	☐	☒	x	☐
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	x	☐	☒	☐	☐
Talking: Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.	☐	☐	☐	☐	x
Twisting: Turning from right to left at the waist.	x	☒	☐	☐	☐
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	☐	☐	☐	☐	x
Walking: Moving about on feet to accomplish tasks.	☐	☐	x	☐	☐

Notices

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Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

Accommodations
If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at Recruiting@ccrcca.org.

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