

## LEADERS OF TOMORROW YOUTH CENTER



**Position Title:** Professional Translator

Leaders of Tomorrow Youth Center, Inc. (LTYC) is seeking a translator to support arts based programming and instructors to communicate objectives and goals to Spanish speaking students and families. Interpretation will be needed during virtual class lessons, assignments, and parent workshops for Maryland & D.C. based school districts.

**NOTE: THIS IS A CONTRACTUAL POSITION & NOT BENEFITS ELIGIBLE**

**LTYC's ideal translator will possess:**

- Fluent in Spanish and English
- Excellent bilingual communication skills, both verbal and written.
- Working electronic device, internet service and proficient computer skills.
- Proficient understanding of cultural sensitivity, and ability to collaborate with people from diverse cultural backgrounds.
- Experience working with youth.
- High school diploma and applicable certificate of accredited interpreting training preferred.
- Maryland or D.C. based interpreters are preferred but not required.

**Duties & responsibilities include:**

- Demonstrate superior formal and informal oral and written skills in English and Spanish.
- Provide verbal interpretation/translation services for instructors, students and parents on an as needed basis.
- Collaborate with the LTYC instructors on communication format, delivery, and class lessons and assignments.

**All prospective candidates must complete/provide the following:**

- Resume
- Prescreening questionnaire
- Cover letter explaining why their skills & experience best fits the position

**Other Requirements:**

- Candidates will be required to sign an independent contractor agreement
- Provide 3 professional references from a former supervisor. At least one must be from experience working with children.
- Provide proof of education and professional certifications (if applicable)
- Background check from CJIS for state, federal and child care