

# Volunteer Tutor Job Description



## Purpose

To provide curriculum-based assistance to identified students in a subject area within an agreed-upon schedule of time.

## Responsibilities

- Tutor students using curriculum, methodology and schedule provided.
- Attend initial program training and refresher training.
- Fulfill scheduled commitment:
  - **Regular tutor**, usually weekly
    - Execute the steps for finding a substitute if unable to meet commitment.
  - **Substitute tutor**, commit to subbing at least every 4-6 weeks to stay “fresh” and make a strong effort to say “yes” when asked.
- Attend site tutor and staff meetings 2-3 times/year as scheduled by the Volunteer Site Coordinator (VSC).
- Provide input/feedback to the Volunteer Site Coordinator (VSC).
- Job shadow/consult with other site tutors as needed.

## Qualifications

- Keen interest in students’ education.
- Demonstrated patience and concern in working with children.
- Completed application and background check form.
- Ability to **commit** to a schedule as a regular or substitute (see above under responsibilities).
- Willing to use the substitute process prescribed when unable to fulfill schedule.
- Access to email and online services is preferred but not required.

## Time commitment

- Average of 4-10 hours per month with students, plus personal travel time (Oct-May)
- Two hours orientation or review at the start of year (Sept.)
- Average of 2-3 hours for site meetings during the year with SVC, Literacy Coach/Interventionist and/or classroom teacher.

## Benefits

- Make a positive impact for students by helping them succeed.
- Meet new people with shared interests.
- Practice and share skills.
- Connect with the public school system.
- Contribute to personal health and wellness.

## **Supervision**

- Volunteer Site Coordinator (VSC). Consulting support also provided by Literacy Coach/Interventionist and teacher (1<sup>st</sup> grade).

## ***Pertinent information for this role:***

### **Provided Resources**

- Curriculum materials provided
- Program processes provided
- Group networking (other site tutors, Volunteer Site Coordinator (VSC), site Literacy Coach/Interventionist, 1<sup>st</sup> grade teachers)
- Volunteer Services Department of AASD

### **Location of tutoring**

- Assigned elementary school(s)

### **Requirements**

- Completed application form
- Background check approved (Criminal Record Inquiry Information)