

<b>Job Title:</b> Volunteer Tutor	<b>Date:</b> 2010/2010
<b>Organization Name:</b> Boys & Girls Club of Sparta	
<b>Contact Information:</b> Jennifer Simunich, Program Director	
<b>Major Objectives:</b>	
<ul style="list-style-type: none"> <li>Act as tutor for an afterschool homework support program for children in grades three through twelve.</li> </ul>	
<b>Duties &amp; Responsibilities:</b>	
<p>The individual in this position will be responsible for assisting youth with homework completion, test preparedness, projects, and listening to children read out loud.</p> <ul style="list-style-type: none"> <li>Assist younger students with reading assignments, listening to children read or helping children understand what they are reading through discussion</li> <li>Help children drill and practice math facts</li> <li>If comfortable with the material – re-teach math concepts to children to help them understand the material, complete an assignment and/or to prepare for a test</li> <li>Assist students with writing paragraphs, reports, and/or summaries</li> <li>Offer help with research and organizing information</li> <li>Guide students in finding answers in text books, atlases, maps, the Internet, etc.</li> </ul>	
<b>Qualifications &amp; Requirements:</b>	
<ul style="list-style-type: none"> <li>Outgoing individuals are best suited for this position.</li> <li>A strong knowledge base.</li> <li>Volunteers must be comfortable with math concepts, formulating sentences and paragraphs, and promoting a positive attitude towards school and education.</li> <li>Volunteers must be comfortable dealing with our culturally diverse population.</li> <li>Client dignity is very important. Clients are to be treated with respect at all times.</li> <li>Client confidentiality is also very important. Volunteers must sign a client confidentiality agreement before they start volunteering.</li> <li>Volunteers must fill out a volunteer application.</li> <li>Volunteers must fill out a background check form if 18 years of age or older.</li> <li>Volunteers must be a registered Boys &amp; Girls Club member if 18 years old and younger.</li> </ul>	
<b>Orientation &amp; Training:</b>	
<ul style="list-style-type: none"> <li>Volunteers will receive on the job training for this position and Club procedures and policies.</li> </ul>	
<b>Times Needed &amp; Places of Work:</b>	
<p>Shifts are a minimum of 1 hour. Volunteers should arrive 15 minutes before their scheduled start time. Mondays – Fridays: 3 pm –6 pm</p>	
<b>Commitment Required:</b>	
<p>This is a volunteer position that is critical for day-to-day program at the Boys &amp; Girls Club of Sparta. We request that volunteers are available to work at least one 1 hour shift each week, but scheduling is flexible.</p>	
<b>Benefits:</b>	
<ul style="list-style-type: none"> <li>Great feeling of satisfaction and knowing you have helped others.</li> <li>Wonderful way to build a resume as well as gain references and network.</li> <li>Receive free training working in a youth based facility and work experience.</li> <li>Great opportunity to meet other volunteers and community members.</li> <li>Helping youth adopt a positive attitude and strong commitment to their education.</li> </ul>	

