

## **Volunteer Job Description**

**Title: Classroom Tutor**

### **Time Commitment**

- 2 hours per week minimum (no preparation time required)
- Minimum commitment of one full school quarter

### **Duties**

- Report volunteer hours and report total to the Small Group Coordinator when prompted (end of quarter)
- Stay in contact with coordinator throughout the quarter with any questions, concerns and/or comments
- Accept coaching and assistance from coordinator which may include site visits and review of lesson plans.
- Distribute, collect and return classroom information forms

### **Qualifications**

- Able to follow instruction well and assist lead instructor
- Dependable, supportive, patient and flexible individual able to relate to culturally and/or economically diverse individuals
- Able to establish good rapport with learners and respond to their learning needs
- Able to demonstrate good listening skills in a respectful, sensitive, and supportive manner
- Willing to learn new information and skills
- Respectful of confidentiality

### **Requirements**

- Must be over 18 years old and have already obtained a high School diploma or a G.E.D
- Must pass an interview
- Must complete training assignment prior to volunteering

**Reports To:** Small Group Coordinator