Beacon Interfaith Housing Collaborative

Volunteer Tutoring Program

Tutor Job Description

September 2020

**Purpose**

Volunteers provide Families Moving Forward children/learners one-to-one tutoring support. Assist with learners being focused, motivated and on task.

**Goal**

Volunteers provide learners one-to-one tutoring support at least three times a week, sometimes daily. Parents have support for their children’s learning.

**Volunteer Role:**

2-3 volunteers will be assigned to each family and work directly with the parents and, in some cases, the shelter staff to:

* Assist learners to be focused and on-task.
* Assist with schoolwork assignments.
* Assist with problem solving and addressing various concerns.

**Time Commitment**

We are asking volunteers to be available five days a week September through December. The time commitment will vary and may change base upon their respective school and school district operations under COVID. Some learners are at school on a rotating two-week schedule (MWF / TTh).

Commitment: at least 7 hours a week

Location: Tutoring may take place at the hotel location or Chaska program center, in-person or remotely.

Schedule: Volunteers who have flexible schedules are needed. Tutoring will take place between 8:30 a.m. and 5 p.m., Monday through Friday.

**Tutor-Family Partnership**

The volunteer support will be tailored to each family. Families Moving Forward staff will provide a one-hour volunteer orientation. Staff will also match parents and volunteers and help create a family-specific plan that will include the schedule, location and support needed.

**General**

Volunteers will be required to pass a background check prior to tutoring.

**Number of volunteers needed:** 15-18

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