



## **Volunteer Position Description**

### **Afterschool Tutor for At-Risk Elementary & Middle School Children**

**Purpose:** In our afterschool program, we promote self-sufficiency by helping homeless and low-income children to increase academic achievement and decrease at-risk behavior. Tutors work with at-risk elementary and middle school students to improve their reading and math skills, and assist in meeting other needs as well. The afterschool program takes place Monday through Thursday in two sessions: elementary school (2:45-4:30pm) and middle school (4:30-6:00pm).

**Location:** Community Lodgings' afterschool programs are held at our Fifer Family Learning Center (607 Notabene Drive) in Alexandria's Arlandria neighborhood.

#### **Key Responsibilities:**

- Assist students in completing homework and enrichment activities, in small groups and/or one-on-one sessions
- Motivate students and help them learn essential organizational strategies
- Discuss student progress with program coordinator weekly

**Reports to:** Elementary School or Middle School Program Coordinator

**Length of Appointment:** Ideally tutors will commit to volunteering at least once per week for a minimum of 10 weeks. Tutor commits to at least one tutoring session (elementary/middle school) on the day s/he volunteers.

**Time Commitment:** 1-3 hours/week

#### **Qualifications:**

- Experience working with children in educational setting, preferred
- Strong organizational skills, self-motivated, and responsible
- Passionate about ensuring all children access to a superior education

**Support:** A brief orientation and overview of job responsibilities is provided in a one-on-one meeting scheduled by the program coordinator. This session will take place prior to the tutor's first volunteer assignment. Furthermore, tutor will receive on-the-job training by shadowing an experienced volunteer. Assigned program coordinator will discuss student progress with volunteers. All concerns/suggestions/feedback concerning the organization, staff and programs will be directed to Development Director.

**Age Requirement:** 16 and older

**Dress Code:** Casual