



YTP Volunteer Tutor Position Description

Reports to: Tutoring Center Supervisor

Description of Responsibilities:

Contributes to the fulfillment of the Youth Tutoring Program's mission by providing academic assistance, friendship and encouragement to individuals or pairs of students at our tutoring centers.

Time Commitment:

During the **school year program**, volunteers are asked to tutor a minimum of one hour per week, with two hours per week (or more) preferred. Minimum commitment of one school semester, with a full year commitment preferred.

During the **summer program**, volunteers are asked to tutor a minimum of 1.5 hours per week for the regular summer program, and 12 hours per week for the Yesler Terrace summer program. Volunteers must commit to be there for the entire summer program.

Specific Duties:

1. Help individual students or small groups of students with homework, reading and skill building in language arts and math. Involve students in fun learning activities. Make learning exciting, relevant and creative.
2. Actively support the rules of the tutoring center to promote an environment conducive to learning.
3. Fill out the volunteer log and timesheet after each session.
4. Commit to a weekly tutoring session at the time you have chosen. If you are unable to come to your session, please notify the tutoring center staff at least 24 hours in advance and schedule a substitution day for any missed session.

Qualifications:

Age: * 14 years and older

Education: * High School Diploma or current High School student.
* Knowledge of basic reading, writing and math skills

Other: * Ability to work with youth in a respectful and caring manner.
* Ability and desire to motivate youth to improve their academic skills.
* Effective communication skills.
* Dependability and patience.
* Ability to set academic and personal goals with students.
* Proficiency in written and spoken English.

Benefits:

Gain satisfaction from positively impacting students both academically and personally. Work with staff and other motivated volunteers in a group setting. Free tutor trainings to improve your skills. Support from center staff.

Training:

An orientation is provided prior to your placement at a tutoring center. In addition, volunteers are asked to watch the Seattle Tutoring Coalition's on-line New Tutor Training before starting at a Center.

YTP offers six training sessions during the year. Tutors have a chance to talk with each other informally and YTP staff will give a presentation on a different topic related to tutoring each month.