



Position Description Volunteer Tutor

Position Title: Volunteer Tutor

Service Position Summary:

Experience Corps Literacy tutors serve in local schools, during the school day, in after school settings supporting grades Kindergarten through Third, Under the direction of the United Way of Greater Atlanta- AARP Experience Corps Program Manager by providing tutoring in essential early reading skills. Additionally, Tutors build positive relationships that support, encourage and motivate students.

Commitment: A minimum of five hours per week, over 2 days a week, for the entire school year, plus additional time for required training and team meetings.

Reports to: Team Leader/ Site Coordinator designated by partnering School

Responsibilities:

Students

- Work with designated small groups of children (no more than 3) or One on One identified by the teacher or Literacy Specialist as needing extra support.
- Tutor students using AARP Foundation EC approved materials
- Model appropriate behavior for children
- Develop positive relationships with students; nurture self-esteem and a positive attitude toward learning

Training & Team

- Attend and participate in a minimum of 25 hours of pre and in-service tutor training throughout the year
- Attend and participate in team meetings
- Communicate any concerns, questions, or challenges to the AARP Experience Corps Program Manager
- Be willing to serve as a volunteer tutor substitute
- Establish and build relationships with School or service locations staff, team leader, and team members

Administrative

- Maintain accurate records of daily tutoring sessions and volunteer service
- Participate in formal service reviews by Team Leader twice during school year

- Arrive on time (at least 10-15 minutes prior to first tutoring session) and be prepared to serve students.
- Notify the AARP Experience Corps Program Manager by 7:30 a.m. regarding any unplanned absences or tardiness

Policies

- Respect the privacy of the students by keeping names and progress of students confidential.
- Respect the classroom teacher/school staff by keeping observations made confidential.
- Agree and adhere to all EC, school, service location/agency and policies.

Qualifications:

- At least 50 years old
- Has high school diploma or equivalent
- Will agree to and pass criminal background checks and tuberculosis test (when required)
- Excellent communication skills
- Successful completion of pre-service training
- Enjoys being with children and values education
- Creative, responsible, organized, flexible, and self-motivated
- Ability to work well with a diverse group of volunteers

Benefits:

- Ability to make a measurable impact on students' literacy
- Learn and develop new skills
- Inspire, educate, and motivate future generations
- Opportunity to serve as a role model for students
- Work with a team making strong social connections

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