

TUTORING PROGRAM- GUIDELINES AND JOB DESIGN

PURPOSE:

- The program will provide tutoring in basic reading skills for elementary school children from low income families who are experiencing academic difficulties.
- Enhance the child's self-esteem and ability to learn and achieve.
- Offered to children in Grades 1 to 3.

LOCATION: The program is delivered at designated Hamilton Mountain Elementary Schools.

Qualifications:

- ✓ Interest and desire to read with elementary school age children
- ✓ Post secondary education
- ✓ Ability to read, write and speak English
- ✓ Experience working with elementary school children
- ✓ Tutoring, Mentoring, Recreation Leadership, Teaching Background
- ✓ Clear Police Criminal Reference Check

Time Commitment:

- ✓ Attend Orientation Session
- ✓ Attend on-going Volunteer Development Workshops held quarterly
- ✓ One afternoon or morning shift per week (3- 4 hours)
- ✓ Available entire school year

Skills:

- ✓ Excellent problem solving skills
- ✓ Ability to Teach Reading
- ✓ Good communication and listening skills
- ✓ Dependable, empathetic and understanding

Duties:

- ✓ Provide reading instruction and encouragement to students
- ✓ Maintain a simple Log Book of activities with students
- ✓ Communicate any concerns, problems or questions to classroom teacher
- ✓ Maintain confidentiality
- ✓ Participate in orientation, training sessions and workshops
- ✓ Complete program evaluation activities