



## **BML Volunteer Program Volunteer Job Description**

**Educational Support Services Division, Foote P.R.I.N.T. Homework Center Tutor  
OR  
Youth Services Division, Kids' College Homework Center Tutor**

**Objective/Position Description:** To provide tutoring, enrichment and/or specialized help for students in Kindergarten through 12<sup>th</sup> grades so that they can master necessary skills and strive for excellence in academics and beyond.

### **Responsibilities:**

- Meet with students for tutoring sessions, approximately once a week.
- Assist students with assigned work or practice in subject areas.
- Guide students in problem solving and completion of curricular assignments.
- Assist in the planning and evaluation of the program.
- Discuss learner and/or program concerns with the coordinator.

### **Qualifications:**

- Patience
- Enthusiasm
- Strong desire to help students achieve their potential
- Knowledge of subject area(s); teaching degree is not required

### **Training/Preparations:**

- Attendance at a one-hour orientation/training session prior to beginning volunteer work

### **Time Requirements:**

- Two to four hours per week, typically weekday evenings or Saturdays; tutoring sessions are scheduled to accommodate the tutor and the student(s)

### **Length of Commitment:**

- Three month minimum

**Supervisor:** Foote P.R.I.N.T. or Kids' College librarian

Note: All tutors must pass a criminal background check before tutoring students.