**AFTER SCHOOL PROGRAM**

**VOLUNTEER TUTOR JOB DESCRIPTION**

**Duties**: To assist and support children at Washington Christian Academy in grades Kindergarten – 8th grades with their homework.

**Responsible to:** Sylvester Washington (WCA After School Program Coordinator)

**Qualifications:**

• Tutor must he able to attend a preliminary interview and an orientation/training session with the Program Coordinator

• Tutor must be able to commit to tutoring a child for at least one hour a week for approximately 14 weeks or the duration of the semester. (Give two weeks notice of termination)

**Responsibilities**:

• Tutor must follow established tutorial guidelines and school rules/regulations

• Tutor must demonstrate positive work ethic characteristics (punctuality, preparedness, and professionalism)

• Tutor must display genuine concern and compassion for students’ learning and self-esteem

• Tutor must adhere to dress guidelines of school

**Site/Days/Hours:**

• All tutoring sessions will he held in the Computer Labs

• Tutoring days are: Monday, Tuesday, Wednesday, and Thursday

• There will be no tutoring on Friday

• First tutoring session is from 3:25—3:55 pm

• Second tutoring session is from 3:55-4:25 pm

• Third tutoring session is from 4:25-4:55 pm

**Benefits of Volunteering:**

• Develop job skill and knowledge and network with school and community member.

• Actively participate in helping children from OUR community develop better reading skills.

• Positively impact students’ self-esteem

• Receive a certificate of completion and free incentives

• Enjoy intangible rewards

**Tools:**

• All materials are provided (see Tutor Tool Kit Located in Staff Office)

**Contact Person:** **Program Coordinator, Sylvester Washington**

**Phone:** **(704) 435-9001**

**Fax: (704) 435-9002**

**E-mail:** [swashington@washingtonchristianacademy.net](mailto:swashington@washingtonchristianacademy.net)

**Volunteer Tutor Information Sheet**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any preferences you have in regards to assignments:

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List available days and times. Please indicate which days (Mon, Tues, Thurs, Fri) and which start times (3:25, 3:55. and/or 4:25).

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What are your special interests or hobbies?

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Do you speak another language in addition to English? If so, what?

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Do you have any special abilities that might be useful in the classroom? If so, what are they?

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Please name 3 references

Name: Relationship Phone

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