

# Elementary Volunteer Tutor Job Description

**POSITION TITLE:** Schools of Hope Volunteer Tutor  
**SUPERVISOR:** Tutor Coordinator  
**SITE:** Madison and Sun Prairie elementary schools

## OBJECTIVE:

- To assist children enrolled in kindergarten through the fifth grade in developing reading skills. The tutor will also act to enhance self-esteem and confidence in the child through patience and encouragement.
- To participate in a widespread community initiative coordinated by the United Way of Dane County, AmeriCorps, Madison Metropolitan School District, Centro Hispano, and other partners.

## RESPONSIBILITIES:

- Commit to a minimum of one hour a week for one academic semester or academic year.
- Assist children in reading, writing, and other literacy-based skills in cooperation with school staff.
- Tutor at least two students in weekly one-on-one (or 1:2, 1:3) literacy sessions. (Goal is to provide at least 15 sessions for each student in the course of the school year.)
- Complete a tutor log following each session. Information needs to be as accurate as possible because it is used to satisfy the requirements of our grant.
- Direct any questions or concerns to the Tutor Coordinator at your school, preferably via e-mail or voicemail.
- Notify the tutor coordinator in advance if you are expecting to be absent. If a tutor consistently does not fulfill his/her responsibilities, the Tutor Coordinator will seek to make other arrangements with the tutor or may have to dismiss him/her.

## QUALIFICATIONS:

- Ability to read and write proficiently in the language in which you tutor.
- Interest in and comfort in working with kindergarten through fifth grade students.

## ORIENTATION AND TRAINING:

- The Tutor Coordinator will be available to discuss and to address any questions or concerns.
- Supplemental handouts, manuals, and videos will be made available related to literacy tutoring and on working with children of varying ages and backgrounds.
- Training opportunities will be made available for elementary tutors throughout the year. Trainings will provide the basics of tutoring as well as more advanced sessions for tutors who have had previous tutoring experiences.

## BENEFITS:

- Volunteer tutors will be given the opportunity to develop a meaningful relationship with a child by assisting that child in developing an essential skill for future academic success.
- Tutors will receive relevant experience for careers in education, childcare, and literacy-related fields.
- To ensure the needs of the tutors are met, the tutor coordinator will act as a tutor advocate.
- Knowing that your time and energy are making a difference in a child's life.