

Southeast Regional Resource Center (SERRC) The Learning Connection (TLC)

VOLUNTEER TUTOR JOB DESCRIPTION

Position

- Volunteer Tutor / Adult Literacy Partner

Purpose

- To help an individual with reading, writing, math, science, social studies, or computer literacy in order to obtain a GED or prepare for college level classes.
- To help an individual learn to read, write, understand and speak English, or gain citizenship.

Qualifications

- Able to give one or more hours a week in volunteer time;
- Good verbal and listening skills;
- Ability to work with diverse group of students (ages, ethnic backgrounds, literacy levels);
- Respect for confidentiality;
- Literate, empathetic, respectful, dependable, patient, flexible, and optimistic;
- Must pass a background check;
- Teaching/tutoring experience preferred.

Place of Work

- Meeting locations are flexible, however, volunteers are strongly encouraged to use SERRC/TLC facilities and materials.
- When SERRC/TLC facilities are closed, tutors and students should meet in a public facility such as the library.

Hours

- The length of tutoring sessions is flexible.
- Volunteers should consider at least one hour each week for preparation.

Responsibilities

- Meet with student partner weekly for tutoring lessons
- Report both your and your student's hours
- Attend tutor orientation and recognition ceremonies
- Confer with Volunteer Literacy Coordinator for instructional guidance and support

Volunteer Tutor Form

Date: _____

Name: _____

Mailing Address: _____

Home Phone: _____ Alternate Phone: _____ E-mail: _____

How did you hear about volunteer tutoring?

What days and times are you available to tutor?

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Who would you feel most comfortable tutoring (in terms of age, gender, ethnicity, personality, etc.)?

Please describe your experience or attributes that will help you tutor (such as skills, experience, strengths in subjects, languages, etc.):

Please summarize your education level (diploma, degrees, certificates, etc.):

Check type of tutoring requested:

- Reading/Writing
 Math
 Science
 Social Studies
 English Language Practice
 Citizenship
 Computer Skills
 K-5 Homework Club

Check preferred location:

- Downtown
 Lemon Creek/Gruening Park

Have you been convicted of a felony? Yes ___ No ___

Have you been convicted of a misdemeanor within the past 5 years? Yes ___ No ___

Are you currently under arrest or indictment for any violation of the law? Yes ___ No ___

If the answer to any of the above is yes, please explain:

Please list below the name and telephone number of a personal AND professional reference. Read and sign your name to indicate you would like to volunteer and acknowledge the questions below will be asked of your references.

Professional Reference

Name: _____

Phone: _____

Personal Reference

Name: _____

Phone: _____

Signature: _____

Date: _____

Reference Check Questions:

From where, when, and for how long have you known this person?

Was he/she consistently friendly, punctual, and reliable?

What qualities did he/she display that will contribute to being an effective volunteer tutor?

Is there any aspect of him/her that could negatively affect their volunteer work?

Would you recommend this person?



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AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

SERRC believes that service to education merits the highest level of honesty, integrity and quality, and that education should be provided in a safe and nurturing environment with caring and responsible adults.

Background Check Disclosure

In order to qualify as a potential volunteer with SERRC, all volunteers must pass a background check. SERRC will obtain reports that detail any criminal history information and motor vehicle driving record for each volunteer applicant. This information will be kept in a confidential locked location separate from the volunteer's application. Background check information will only be used to screen volunteers. This information will not be released to others, including other staff and volunteers.

Failure to provide this information will result in the denial of any volunteer opportunities with SERRC.

Consent

By signing this document, I hereby consent and voluntarily authorize SERRC to obtain an independent criminal background report. I further authorize SERRC to request or receive information, including motor vehicle reports, past employment and education records, and /or references from any person, schools, or previous employers if pertinent to my potential work as a volunteer of SERRC.

I understand that I will receive a complete and accurate disclosure of the nature and scope of the background verification, in the event such investigation negatively impacts my placement as a volunteer with SERRC. I further understand that the Executive Director ultimately determines each applicant's eligibility for placement as a volunteer tutor.

The following is my true and legal name. PLEASE PRINT CLEARLY.

Legal Name: _____ Phone: _____
 Married Name: _____ Email: _____
 Maiden Name: _____
 Other Names Known By: _____
 Physical Address: _____
 City: _____ State: _____ Zip Code: _____
 Place of Birth: _____
 Social Security Number: _____ Date of Birth: _____

Signature: _____ Date: _____