

# **Volunteer Tutor Job Description**

## **Dunn PAL Education Program**

### **Job Duties**

1. Tutors assist children aged Kindergarten through twelfth grade in the development of reading skills and enjoyment.
2. Tutors engage in academic activities with selected students either one-on-one or with small groups.
3. Tutors will collaborate with the Education Manager and staff members to assess the student's needs and how best to address them. Many of the children that tutors work with are performing below their expected academic grade level.

### **Job Responsibilities**

1. Tutors must commit to work at least one semester and are encouraged to stay longer if possible. Consistent, ongoing support is necessary for the children and teachers with whom we work. All tutors are expected to honor the term of their commitment, and must give two weeks written notification to Dunn PAL to terminate volunteering.
2. Tutors are required to complete the following:
  - a) An initial tutor training, arranged by the Education Manager at Dunn PAL
  - b) A general training, arranged by Dunn PAL
  - c) One in-service training per semester, arranged by Dunn PAL
  - d) One review session per semester, arranged by Dunn PAL
  - e) An evaluation of the program at the end of their first semester, and Fall semester each year following, arranged by Dunn PAL
3. Tutors must provide their own transportation.
4. Unexcused and excessive absences or unsatisfactory performances will be grounds for dismissal.

### **Hours and Wages**

1. Tutors must commit to work a minimum of 4 hours per week and 2 days per week. Tutors may not work more than 20 hours per week.
2. Tutors must arrange a work schedule with the Education Manager.
3. Tutors may use a small percentage of their time preparing tutoring materials and performing required assignments.
4. Tutoring/Academic Enhancement: This type of program provides juveniles assistance with understanding and completing schoolwork and/or classes or trips designed to be an enrichment of or supplemental experience beyond the basic education curriculum.
5. Frequency: Individuals must be scheduled for services at least once weekly to include no less than two (2) hours of direct services per week, which may include group activity sessions. There shall be contact with the juvenile's primary custodian at least once every two (2) weeks while the juvenile is receiving services from the program.
6. Length of Stay: Tutoring/academic enhancement programs, the minimum length of stay is 20 weeks.
7. Target Population: Juveniles between the ages of six (6) and 17 who are engaging in delinquent or undisciplined behavior, involved with the Juvenile Justice system, or at-risk for involvement, and/or their family members. The court may order the parent/legal guardian of a juvenile who has been adjudicated undisciplined or delinquent to attend parent/family skill building services when available in the judicial district.