



Corona-Norco United Way

Homework Club Tutor Volunteer (Non-Paid)

JOB DESCRIPTION: Under direct supervision of the Children Youth Success Program (CYSP) Manager, tutors provide academic support and feedback to students between grades 3rd – 11th, teach study techniques, and review course materials. Tutors will meet with students online for a one-hour session on the days and times of their choice.

Tutors over the age of 18 must request a background check through Sterling at their own expense of \$37.00 plus any additional fees.

ESSENTIAL FUNCTIONS:

1. Provide a high level of discretion and confidentiality
2. Create a welcoming and safe space where students are encouraged and motivated
3. Review class material with students; assist in test preparation, test-taking skills, note-taking; oversee the completion of school assignments, CYSP assessments, CYSP supporting material in a timely manner.
4. Attend meetings provided for tutors and arrive on time
5. Communicate all progress to the Program Manager, including, but not limited to, attendance, unsatisfactory progress in sessions, additional difficulties encountered during the tutoring session

ADDITIONAL RESPONSIBILITIES:

- Assist Program Manager in classroom organization including, but not limited, to making copies, material distribution, classroom set-up, and other tasks

SKILLS & QUALIFICATIONS:

- At least 16 years of age
- Complete screening process: application, clear background check (18+ only), and interview.
- Demonstrate proficiency in the subject(s) they plan on teaching
- Positive role model that inspires compassion, patience, and empathy
- Assertive communication that creates a positive tutor-tutee relationship

ⁱ Due to COVID-19 tutoring sessions will be done online until further notice.