

## PRESBYTERIAN CHILDREN'S VILLAGE SERVICES

### JOB DESCRIPTION – Volunteer Tutor

*The volunteer tutoring opportunity provides a one-to-one relationship between an adult and an at-risk child for the explicit purpose of improving the child's academic performance and the implicit purpose of providing mentoring support.*

**Date:** 07/08  
**Status:** Non-Exempt

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**Purpose:** The Volunteer Tutor provides support and reinforcement for children who need help with their academic work. As Presbyterian Children's Village provides services to children of all ages, Volunteer Tutors are needed to work with children at elementary, middle school, or high school levels, according to the tutor's area of expertise and interest. Tutoring opportunities are available at both the Rosemont Residential Treatment facility for teens and the Preheim Center in Southwest Philadelphia, which provides programs that serve children from kindergarten through high school.

***Some tutoring possibilities include:***

- Assisting children in the foster care system who are not performing well in school. The Village must provide assistance to these children to meet a DHS policy that states, 'all children receiving a "D" or below on their report card will complete an Academic or Training Program Progress Improvement Plan.' This plan identifies resources for the child to help him/her achieve academic potential. This includes providing the opportunity to work with a tutor on a regular basis. The tutoring emphasis is on reading and math, but may also include other subjects in the child's curriculum.
- After School programs in Southwest Philadelphia at three elementary schools (Catharine, Mitchell, and Harrity) and at the Bartram Beacon Community Center located in John Bartram High School (K-8) need tutors throughout the school year to assist children with academic remediation and enrichment.
- Students in the Residential Treatment program at Rosemont are in their teens, but may be performing significantly below grade level. Tutoring is particularly needed in reading and math, as well as in other subject areas.

**Qualifications:** The Volunteer Tutor should demonstrate experience and knowledge of the subject area(s) s/he intends to tutor. Additionally, the Volunteer Tutor should be familiar with the age group with which s/he is working, and with the understanding that these children may be receiving Village services for a wide range of traumas and obstacles that have resulted in insufficient academic, emotional, and social development. The primary tutoring needs are in reading and math.

**Requirements and Expectations: *The Tutor will...***

- Have an understanding and empathy for children who are in the child welfare system.
- Have an understanding of the confidentiality protocol as issued by Presbyterian Children’s Village.
- Arrive on time and as scheduled, and be prepared to assist the child at each session for the entire specified amount of time.
- Conduct the tutoring session at a Village program site—Preheim Center, Rosemont facility, or school—and NOT off-site or in a home.
- Communicate and/or collaborate with the agency social worker regarding progress made by the child.
- Complete the Volunteer Application.
- Complete all training and orientation as determined by the Human Resources Office of Presbyterian Children’s Village.
- Obtain clearances, background checks, and physical as required by the State for those who provide direct services to youth.
- Maintain a positive and professional relationship with the child.

**Presbyterian Children’s Village will provide:**

- Orientation and training, as well as updates as needed.
- Assistance and guidance with obtaining the required clearances and background checks.
- On-site availability of staff for consultation and assistance.
- Guidance to be a successful tutor.
- Sincere appreciation!

***\*The Volunteer Tutor is urged to make at minimum a full semester commitment to provide his/her services.***

***\*\*Depending on the needs of the program, the Volunteer Tutor may alternatively or additionally be asked to lead a group session.***

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This certifies that I have received a copy of my job description. I have reviewed the **Volunteer Tutor** job description with my Presbyterian Children’s Village supervisor or a representative from the Human Resources Office, and I understand and accept the expectations and duties of my job as outlined in the job description.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer print name

\_\_\_\_\_  
Supervisor or Human Resources Signature

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Date