

Urban Connections

Job Description for Tutors

Tutors are integral to our role in education. We're partnering with the local schools to encourage the basics of reading. Tutors assist us not only with furthering education in our neighborhood but also with building relationships with kids, and advancing our partnerships with the school.

Accountability:

- ❖ **Directly Reports To:** Burt Manchester
- ❖ **Indirectly Reports To:** Cathy Alexander
- ❖ Individual expected to adhere to Urban Connections' *Code of Conduct*.

Personal Qualifications:

- ❖ Individual should be a disciple of Jesus Christ, showing fruit of the Spirit
- ❖ Individual must be teachable and able to work within the context of a team
- ❖ Individual must be an active member or participant in a local Christian community
- ❖ No special educational training required

Description:

- ❖ Options for Session times: Tuesday (10:00-11:00am) or Thursday (10:00-11:00am), or as scheduled by the principal/teachers to assist in specific classrooms.
- ❖ Volunteer to assist in the ColumbusReads Program through the Columbus Public Elementary Schools & will follow all guidelines set forth by the school system.
- ❖ Volunteers work with Kindergarten students in 30-minute sessions with basic reading, writing, word/letter games, etc. all arranged by school staff.
- ❖ Volunteers commit to the duration of at least one school year for the purposes of providing stability for the children.
- ❖ Volunteer should encourage focus and provide structure. Any discipline problems are handled by the on-site ColumbusReads tutoring coordinator.

Responsibilities:

- ❖ To be present on time, during tutoring time, on the day agreed upon with the staff, every week during the school year.
- ❖ Call the ColumbusReads staff ahead of time if absence is necessary
- ❖ To model the life and person of Christ
- ❖ To build relationships with kids
- ❖ To participate in at least two training times, held by UC staff, during the school year.