



Children's Jubilee Fund

Tutoring and Mentoring Initiative (TAMI)

Job Description

Tutoring and Mentoring Initiative Volunteer Tutor

1. Scope of Program

Children's Jubilee Fund's (Jubilee) Tutoring and Mentoring Initiative (TAMI) is a volunteer program meant to benefit students in Jubilee network Schools. For the tutoring aspect of the program, Jubilee volunteers will work directly with students and their teachers to develop core academic skills. The outcome Jubilee desires is that students will grow both in their skill mastery and self-confidence.

2. Scope of Position

TAMI Tutors are front-line volunteers who work directly with students. They will also have contact with the TAMI Site Coordinator, teacher, and parent/guardian. Tutors report to the TAMI Site Coordinator assigned to their school.

3. Volunteer Commitment

This is a volunteer program. Jubilee asks its volunteer tutors to commit to an average of one hour of tutoring weekly for an academic year (October – May). Jubilee will provide a one-day orientation and training session for volunteer Tutors at the start of the academic year.

4. Virtual Tutoring

All tutoring sessions will be held virtually, using technology designated by Jubilee. Tutors may conduct tutoring from home using their own personal computer, or they may use a computer at the Jubilee office.

5. Tutor's Primary Responsibilities

Tutors will:

- a. Provide instruction and support to an assigned student, helping him/her master particular subject matter and/or technical skills.
- b. Encourage the student with positive feedback.
- c. Provide clear and concise explanations of the subject matter and/or skill.
- d. Maintain written records of tutoring sessions.
- e. Interact with the student's teacher and/or parent/guardian for scheduling, sharing feedback, and gaining clarity on the student's needs.



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6. Tutor Qualifications

Tutors will possess competence in subject matter for which they will be tutoring. Tutors must also be patient with students, be able to show encouragement, and be comfortable working with students in a virtual environment. Tutors must attend the orientation and training session given by Jubilee, and must have clean reports on both a Pennsylvania State Police criminal history report and a Pennsylvania Child Abuse History Certification.