

The Urban League of Greater Madison

Job Description & Contract for Schools of Hope

Objective

- To assist underachieving students in preparation for successful completion of algebra and other academic subjects through a one-on-one tutoring relationship.
- To build a positive and supportive relationship that will engage and motivate students to work towards improvement of ability and effort in academic subjects, attitude about school and academic achievement and increased interest in pursuing higher education.

Duties and Responsibilities

- Commit to a minimum of one hour a week for one academic semester or year of service.
- Tutor 6th-8th grade students in one or more academic areas, especially math or literacy.
- Advise students on study skills techniques in order to create independent learners.
- Become familiar with the goals of the Urban League of Greater Madison's youth programming.
- Become familiar with the rules that govern school behavior and enforce them as appropriate. Model appropriate behavior.
- Attend initial orientation and training. Attend other meetings and trainings as appropriate.
- Direct any questions or concerns to the Volunteer Coordinator stationed at your school.
- Notify your Volunteer Coordinator in advance if you are expecting to be absent. In the event of an unexpected absence, call the Volunteer Coordinator as soon as possible.

Qualifications

- Ability to effectively communicate sensitivity, respect, and understanding of the needs of underachieving students.
- Ability to establish and maintain a trusting and positive working relationship with students.
- Bilingual (Spanish, Hmong, etc...) is highly desirable.
- Background check free of convictions for serious offenses, as required by the school district in which you will tutor.

Orientation and Training

- Attendance at an initial training session is required before you may begin tutoring.
- Supplemental handouts, textbooks and videos concerning curricula and best practices are available to you on site.
- The Tutor Coordinator at your school will be available to discuss and address any concerns you may have throughout your tutoring experience.

Benefits

- Fulfill course requirements including practicum, internships and service learning projects.
- Professional training and ongoing support.
- Develop fun and rewarding relationships.
- Support a significant local effort to prepare students for success in high school and beyond.

I have read and understand the above agreement: _____

Signature/ Date