

# volunteer services position description

**Title:** Tutor Assistant Volunteer

**Supervisor:** Academic Services Manager(s)

**Program:** Volunteers will work with youth from St. Paul Public Schools who are taking part in after school tutoring at the YWCA St. Paul. Programs included are Project able, which is a Supplemental Education Service, working with children in grades K-8 in both math and reading, as well as YW READS, which is a literacy program for children in grades K-3, specifically targeting children behind in their reading skills.

**Purpose:** Assist youth in enhancing their academic skills. Use proven techniques and curriculum to improve reading and math abilities, and decrease the number of young people who are falling behind in their academic skills.

## Responsibilities:

- Support academic enrichment in a small group setting under the supervision of staff. Guide children in activities for intellectual development
- Document the daily services provided to each child
- Attend required training
- Model learning as a life long enriching activity
- Engage in a mentoring relationship with youth; share interests and hobbies as a catalyst for learning
- Encourage children to remain on task
- Assist in identifying barriers to success
- Agree to mandated child abuse reporting guidelines

## Qualifications:

- Have experience in working with children as a tutor
- Coursework in education with a focus on math or language arts or coursework in child development a plus
- Possess good interpersonal and communication skills
- Possess mature judgment and demonstrate ability to manage children's behavior in a positive manner
- Able to relate to children and youth from diverse socio-economic and cultural backgrounds

## Benefits:

- Increased understanding of strength-based approaches to working with youth experiencing multiple barriers in their lives
- Experience working in the non profit sector

**Site:** YWCA St. Paul, 375 Selby Avenue, St. Paul

## Commitment:

- Minimum 3 month / semester long commitment. Flexible schedule; minimum 2 hours per week.
- Academic enrichment services are provided Monday – Thursday afternoons throughout the school year

**Contact:** Volunteer Specialist, YWCA St. Paul  
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