



# Ambassadors for Children

An Operating Agency of the Council of Churches of the Ozarks

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## ~ Tutoring Program ~

*A Collaboration of Ambassadors for Children, RSVP, and the Ozarks Literacy Council*

### Volunteer Tutor Job Description

1. Complete a Volunteer Tutor Application, which includes a child abuse/neglect background check and a Missouri Highway Patrol background check. The background check costs \$9.00 and is paid by the applicant. Any perpetration of substantiated child abuse/neglect and/or violent or alcohol/drug related criminal offense will make the applicant ineligible.
2. If the volunteer tutor is not a current certified, former certified teacher, retired teacher, or College/University faculty member or instructor, he/she must complete 10 hours of training provided the Ozarks Literacy Council. The training cost is \$25 and is paid by the applicant after the application is approved. Assistance with this cost may be provided if needed.
3. Volunteer Tutors must be 21 years old or older
4. Meet with the Ambassadors for Children Director for a 1 hour volunteer tutor orientation and to sign the Volunteer Tutor Agreement form.
5. Make a 1 year volunteer commitment, which can be renewed each subsequent year
6. Provide tutoring assistance to at least 1 child in foster care, at least 1 child who is at-risk of foster care, at least 1 child returning home from foster care in Greene County jurisdiction, **or** at least 1 child who has been adopted from foster care.
7. Assist the student with his/her specific educational needs related to reading, math, science, history or other school subjects as the volunteer tutor is able and within his/her scope of expertise and training.
8. Provide tutoring sessions as needed for the student in a public location (a public library, the Ozarks Literacy Council office, or the Council of Churches office) for no longer than 1 hour per session, and no more than 2 sessions per week (per student).
9. Coordinate dates, times, and locations of tutoring sessions with the student's foster parent or adoptive parent. Use of Ozarks Literacy Council or the Council of Churches office will require additional coordination and scheduling with those agencies.
10. Complete a brief student assessment at the first tutoring session (training will be provided)
11. Complete a Volunteer Tutor Timesheet for each tutoring session completed in a 1 month period. This timesheet must be submitted to Ambassadors for Children by the 10<sup>th</sup> day of the following month. The timesheet includes the following categories: date of session, location of session, lesson/subject tutored, hours of tutor preparation/travel, duration of session, and foster/adoptive parent signature after each session. The timesheets will be shared with RSVP and the Ozarks Literacy Council if the volunteer tutor is also volunteering through those agencies.
12. Sign Job Description and Volunteer Tutor Agreement form. Adhere to and follow all program guidelines listed on both documents.
13. Have access to the tutor resource library available at the Ozarks Literacy Council. All tutor names and phone numbers will be shared with the Ozarks Literacy Council to monitor item check out.
14. Contact the Ambassadors for Children Director with any comments or concerns.

**Volunteer Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Volunteer Applicant Printed Name:** \_\_\_\_\_

**Ambassadors for Children Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_