



Ambassadors for Children

An Operating Agency of the Council of Churches of the Ozarks

627 N. Glenstone - Springfield, MO 65802 - 417-862-3586 (phone) - 417-862-2129 (fax)

~ 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 fee is paid by Ozarks Literacy Council, RSVP or Ambassadors for Children. Any perpetration of substantiated child abuse/neglect and/or violent or alcohol/drug related criminal offense will make the applicant ineligible. Child Abuse/Neglect background checks are conducted annually and Missouri Highway Patrol background checks are conducted every 2 years.
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 free training provided the Ozarks Literacy Council.
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 (flexible in summer)
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 10th 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:** _____



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Volunteer Tutor Application

Name: _____ Date: _____

Address: _____ City: _____ State: _____

Zip code: _____ Email: _____

Phone: _____ Alt. Phone: _____

Check those that apply:

_____ I am at least 21 years old or older

_____ I am currently a certified teacher. Grade: _____ Subject(s): _____
How long certified: _____

_____ I am not a retired teacher, but have been a certified teacher in the past and my certification has expired
Grade: _____ Subject(s): _____

How long you were certified: _____

_____ I am a retired teacher who was certified. Grade(s): _____ Subject(s): _____

How long retired: _____

Number of years you taught: _____

_____ I am a College/University faculty member or instructor. College/University: _____
Subject(s): _____

_____ I am not a current certified, formerly certified teacher, retired teacher, or College/University faculty or instructor, but I would like to be a volunteer tutor. I am willing to attend the 10 hour free tutor training provided by the Ozarks Literacy Council. *Please note, this training is only required if you are not a current certified, formerly certified or retired teacher.

What specific subject areas are you most interested in tutoring?

Are you interested in tutoring in math? If so, please check what grade levels you are comfortable with:

___ Elementary math ___ Middle School math ___ High School math ___ Algebra ___ n/a

_____ I am currently a volunteer through Retired Senior Volunteer Program (RSVP) Reading Buddies.

____ I am currently a volunteer through the Ozarks Literacy Council and have already completed the tutor training offered by Ozarks Literacy Council.

____ I understand that completion of the child abuse/neglect and Missouri Highway Patrol background check forms are required as part of this application for all applicants.

____ I understand that perpetration of substantiated child abuse/neglect or conviction or guilty plea to any violent or alcohol/drug related crime will make me ineligible to be a volunteer tutor through this program.

____ I understand that if I choose to remain a Volunteer Tutor for this program after 1 year, a Child Abuse/Neglect background check will be conducted annually and a Missouri Highway Patrol background check will be conducted every 2 years.

____ I have read and understand the Ambassadors for Children Volunteer Tutor Job Description.

Applicant Signature: _____ **Date:** _____

Ambassadors for Children Director: _____ **Date:** _____

For office use only

__ Child Abuse/Neglect background check form received and completed

__ MO Highway Patrol background check form received and completed

__ \$10 background check fee received from RSVP or OLC

__ Free tutor training completed (if no, circle one: currently certified, formerly certified, retired teacher)

__ Child Abuse/Neglect background check passed (Date: _____)

__ MO Highway Patrol background check passed (Date: _____)

__ Applicant Status (circle one):

Approved Denied: _____ Ineligible: _____

__ Tutor AFC orientation completed (Date: _____)

__ Tutor training completed (N/A _____ or Date: _____)