



## VOLUNTEER JOB DESCRIPTION

TITLE: Tutor

DESCRIPTION: An individual who invests time with a child, working on academic skills practice in the classroom setting. This could be as simple as reading to a child or listening to a child read. You can work with one child for about ½-1 hour or a few children, back-to-back. Tutors may come one day per week or more if available.

### REQUIREMENTS:

1. Minimum age requirement is twenty-one.
2. Must be Charlotte, North Carolina area resident for at least six months before volunteering.
3. Complete an application with references, background checks, and interviews with staff members.
4. Complete orientation with staff to better understand the special needs of the children, agency mission, and agency expectations.

### RESPONSIBILITIES:

1. Consistently strive to balance personal needs, agency's needs, and child's needs.
2. Begin a relationship with a child with staff supervision and support.
3. Work closely with direct care staff, Volunteer Engagement Officer, and Volunteer Director to ensure a successful experience for all involved.
4. Participate in volunteer evaluation process and provide regular feedback to AYN staff.
5. Commit to working as a member of the AYN team and make all decisions in the best interest of the agency and the children.

### TIME COMMITMENT REQUIRED:

1. Minimum of six months duration.
2. One to two hours per week during school hours.

Contact the Volunteer and Donor Engagement Officer at 704-227-9115 or [volunteer@alexanderyouthnetwork.org](mailto:volunteer@alexanderyouthnetwork.org) for more information.