



Academic Tutor Volunteer – GirlUp GVL

Summary/Objective

Academic tutor assists the students with their school work and educational needs. This could be an opportunity with general homework from the day, or focusing on a specific academic subject.

Essential Functions

- Assist students with their homework.
- Helping students by giving positive feedback and support.
- Helping with homework in ways that extend the girls' understanding and interests in the subject.
- Collaborate with the Program Director to work directly with students.
- Tutoring students in small groups and or individually.
- Providing feedback to the Program Director about students progress or areas that need additional support.
- Understand and make a written commitment to follow GirlUp GVL policies and procedures outlined in the GirlUp GVL Policy Manual.
- Build relationships and trust with students.
- Invest in furthering student's academic success and character development.
- Engage students with grace, love and patience.

Required Competencies

- Patience and understanding
- Problem solving
- Punctuality and reliability
- Classroom management skills
- Multitasking
- Conscientiousness
- Emotional & situational awareness
- Loving aptitude
- Working with youth
- Has an understanding of GirlUP GVL vision, mission and values

Preferred Experience

- Previous experience working with middle or high school youth

Other Pre-Employment & Screening Requirements

- Completion of GirlUp GVL Volunteer Application.
- Complete Volunteer Training
- All candidates must submit to a mandatory pre-employment background check

Work Hours and Schedule Expectations

- Typical program working hours will be Monday – Thursday between 4:00pm and 6:00pm
- The minimum commitment is once a week, every other week for the school year unless you are focused on a specific academic area and are willing to come in as needed.