**Volunteer Job Description**

**Homework Club Tutor For Children and Youth**

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| **Assignment** | Kinbrace is a community that welcomes and celebrates children and youth. Volunteering as a Homework Club Tutor is a way to intentionally care for children/youth in our community, and help them build important knowledge and skills. Ages of children at Kinbrace can range from pre-school to Grade 12. Homework Tutors will plug into the Kinbrace Homework club, which happens once a week on Wednesdays from 3:30-5:30pm. Tutors will encourage children/youth with their homework, help with any homework difficulties, prepare a snack (which is paid for by Kinbrace), and help run 30 minutes of “fun time” at the end of Homework Club. The Homework Club is overseen by the Education Co-ordinator, however it is run by the Homework Club Tutors (i.e. the education co-ordinator may occasionally attend, but not regularly). |
| **Primary Duties** | * Arrive at 3:00pm every Wednesday to prepare for Homework club (set up tables, make snack, etc)
* Attend the Kinbrace Homework Club every Wednesday from 3:30pm to 5:30pm.
* Together with other Homework Tutors, prepare a snack each week (i.e. cut up fruit, make popcorn, etc). (\* Either Kinbrace will provide the raw ingredients that you request OR reimburse you for any snacks you buy with a receipt\*)
* Encourage all children/youth with their homework, and help with any difficulties.
* Provide fun “homework” exercises for children who are too young to have homework from school, or who are not yet enrolled in school, but still want to be involved in the club. (\*Kinbrace has resources that you can choose from\*)
* In co-ordination with other Homework Club Tutors, design and run
* 30 minutes of “fun time” during the last 30 minutes of homework club. This could be an outside game, an inside craft, a card game, a science experiement, etc. etc. This is a chance for kids to play together after working hard on homework! (\*it is important to make sure that this “fun time” is accessible to all children, regardless of age and English level. Some children may not have any English language ability.)
* In co-ordination with other Homework Club Tutors, clean up at the end of Homework Club. (i.e. dishes from snacks, activity messes, tables and chairs)
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| **Qualifications** | Experience working with children and youthA desire to encourage, support, and motivate young people with their school work. Patience Able to communicate verbally with clear, simple English Able to work one-on-one with kids or teach a small group Able to work together with other volunteersCreativityEducation level equal to (or higher than) the kids you are tutoring |
| **Screening** | Complete application questions on Kinbrace Volunteer Web PageIn-person InterviewPolice criminal record check 2 references (telephone #s) provided |
| **Time Commitment** | Weekly, 3 hours (Wednesdays from 3:00-6:00pm) (half hour earlier and later than homework club – this will give you time to set up and clean up)4 month minimum commitment. Stability and regularity is very important. Ideal time commitment would be either :September – December (until Christmas break)  and/or January to June (until school finishes)  |
| **Orientation and Training** | Visit to Kinbrace Community Society, which includes an overview of the Kinbrace values.Education Co-ordinator will be present for your first time at Homework Club, to introduce you to the other Tutors and the children/youth.Education Co-ordinator will show you the educational resources Kinbrace has for young children, and explain the process for submitting receipts.  |
| **Working Conditions** | Kinbrace Homework Club takes place in the K2 common space. Located close to Commercial drive, and public transit |
| **Benefits** | Opportunity to help refugee claimants children/youth succeed in Canada’s education system. Opportunity to build friendships with kids and other tutorsOpportunity to practice tutoring and teaching skills. Opportunity to practice and enhance ESL skills. Opportunity to build resumeLetter of reference provided upon request for volunteer service after 4 months or more of volunteer serviceInvitation to a Tuesday night dinner at Kinbrace Expenses for police check will be reimbursed A bounty of teas to enjoy in the K2 kitchen!  |
| **Supervision and Feedback** | Homework Club Tutors will report directly to the Education Co-ordinator. Feedback is ongoing and “check-in meetings” will be scheduled as needed. Volunteers are encouraged to initiate meetings with the Education Co-ordinator anytime.  |