



Read to Succeed Buffalo  
Community Alignment for Reading Excellence

A PROUD PROGRAM PARTNER OF

**AARP** Foundation®  
Experience Corps

## Position Description Volunteer Tutor

**Position Title:** Volunteer Tutor

**Service Position Summary:** Volunteer tutors serve in local schools in PreK through 3<sup>rd</sup> grade. Volunteer tutors provide 1:1 or 1:2 tutoring in essential pre-reading and early reading skills. Additionally, tutors build positive relationships with their students that support, encourage and motivate social emotional growth.

**Commitment:** A minimum of four hours per week, over two days a week, for the entire school year, plus additional time for required training and team meetings.

**Reports to:** Experience Corps Literacy Coach (ECLC)

### Responsibilities:

#### Students

- Work with 1:1 or 1:2 with designated students who are identified by the teacher and ECLC as needing extra reading assistance according to Buffalo Public Schools assessment.
- Tutor identified students using AARP Foundation Experience Corps structured session model and Experience Corps approved materials.
- Model appropriate behavior for students.
- Develop positive relationships with students; nurture self-esteem and a positive attitude toward learning.

#### Training & Team

- Attend and participate in a minimum of 25 hours of pre- and in-service tutor training throughout the year.
- Attend and participate in team meetings monthly.
- Be willing to serve as a volunteer tutor substitute or monitor as needed.
- Establish and build relationships with teachers, ECLC, and fellow tutors.

#### Administrative

- Maintain accurate records to capture daily tutoring information.
- Participate in two formal service reviews by ECLC during school year.
- Arrive on time (10-15 minutes prior to tutoring session) and prepared for tutoring.
- Notify the ECLC prior to 8:00 a.m. about unplanned absences.



## **Policies**

- Respect the privacy of students by keeping names and progress of students confidential.
- Respect the classroom teacher/school staff by keeping observations made in the classroom confidential.
- Agree and adhere to all EC, school, and classroom policies and procedures.

## **Qualifications:**

- At least 50 years old
- Has high school diploma or equivalent
- Excellent communication skills
- Successful completion of pre-service training
- Enjoys being with children and values education
- Creative, responsible, organized, flexible, and self-motivated
- Ability to work well with a diverse group of volunteers
- Completed background check as required by RTSB/AARP Foundation Experience Corps and allowed by law

## **Benefits:**

- Ability to make a measurable impact on students' literacy skill development
- Requires the learning of new skills and building new relationships
- Opportunity to serve as a role model for students
- Work with a team making strong social connections