

## Home Work Club - Volunteer Tutors Role

**Purpose:** To provide support to the communities of Scarborough to run after- school program for children of grades 1-8. The clubs run along the school year. Tutorials are a part of Community Development, which will encourage children not only to complete their homework and assignments, but also to improve their writing skills.

**Reports to: Child and Youth Program Coordinator - 416-847-4173**  
**The Hub location (2660 Eglinton Ave. East & Brimley Rd.)**

### Requirements:

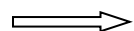
- Availability on Tuesday evenings from 3:45 to 5:15pm. Club runs from 4:00 to 5:00 pm.
- Commitment for **twelve weeks**.
- Completed SCHC Volunteer Program onboarding process which includes online training modules
- Signed Confidentiality Oath / Conflict of Interest Forms
- A parental consent form signed (if you are 14-18 yrs. old)
- Completed clear Police Reference Check for volunteers 19 yrs. old or older, or willing to obtain

### Desirable Skills:

- Good organizational, interpersonal and communication skills
- Ability to work independently and collaboratively in a team
- Sensitivity and awareness of cultural, racial, economic and socially diverse communities
- Ability to build and maintain local community relationships
- Oral and/or written fluency in other languages relevant to the community the program serves is a definite asset
- Ability to transport, including lifting/carrying/pulling up to 10-15lbs of equipment between multiple locations with the Hub.

### Responsibilities:

- To help children in small groups with homework, reading, writing and thinking activities.
- To be respectful of the different learning abilities of children and to focus on their strengths and interests to help them with their learning needs.
- To notify the coordinator if unable to attend one week.
- To sign the Volunteer Sign-in sheet for each session – enter hours on the Time Tracker.
- To participate in the focus group evaluations to give feedback and recommendations.
- Assist community members to engage in identifying needs and current barriers to home work and tutorial programs and services.
- Gather and compile data from residents & service providers for use in program planning and development.
- Assist to motivate residents and create awareness to fully participate in the Home Work Club.



- Assist with event planning, organizing and outreaching residents to participate
- Maintain current information and material resources for residents
- Perform other duties as assigned that are reasonable within the scope of the volunteer role.

**Education and Experience:**

- Demonstrated knowledge, skills and abilities in administration either attained from a degree or diploma from an accredited University or College program or through an equivalent level of experience is an asset.
- At least a year's experience within a community setting in relation to home-work, tutorial or any educational activity would be an asset.

**Location:**

The Hub- mid-Scarborough, 2660 Eglinton Ave. East,  
(Brimley and Eglinton).

**Benefits:**

- Learning about the diversities of social interactions.
- Exposure to diverse cultures, languages and ethnicities.
- Sharing your special skills.
- Newcomer bonding.
- Opportunity to enhance social, communication and leadership skills.
- Chance to serve the local community.
- Learn about resources.
- Get the appreciation and affection of kids in the community.
- Be a role model for children.