



## **Inspiring Minds In-School Tutoring & Mentoring Volunteer Job Description**

**Job Title:** *In-School Tutor/Mentor Volunteer*

**Location:** *One of ten sites: Asa Messer Elementary School, Carl G. Lauro Elementary School, Charles N. Fortes Elementary School, Dr. Martin Luther King Jr. Elementary school, Frank D. Spaziano Elementary School, Harry Kizirian Elementary School, Lillian Feinstein Elementary at Sackett Street, Mary Fogarty Elementary School, Robert F. Kennedy Elementary School, and Veazie Street Elementary School.*

**Hours:** *At least 1 hour per week, between 8:00 a.m. and 3:30 p.m. M-F*

**Reports to:** *Classroom Teacher*

### **Inspiring Minds Mission:**

Inspiring Minds empowers students for success in school and life by supporting them with trusted relationships, tutoring and mentoring from inspired community members. We connect well-trained and supported volunteers to struggling Providence students to develop close connections through which young people discover who they are, gain skills to shape their own lives and learn how to interact and contribute to the world around them.

### **General Description:**

Inspiring Minds is a non-profit education agency founded in 1963 to provide academic support for the children in two segregated elementary schools. Initially named Lippitt Hill Tutorial, the organization grew into a citywide service and, in 1988, became Volunteers in Providence Schools. The more elegant name of Inspiring Minds was adopted in 2008. Inspiring Minds is a student-centered organization, ensuring our programs are focused on promoting positive outcomes for the youth we serve.

In-school tutors/mentors are positive role models that assist Pre-K to grade 5 students in the In-School Tutoring and Mentoring program or the Kindergarten Project. Tutor/Mentors are matched with students in small groups to develop a trusting, relationship and to engage in structured activities, often around a classroom or homework-related topic. Inspiring Minds views tutoring as the direct and clearly defined work to support the students' academic skill development and mentoring as the more indirect work aimed at cultivating caring, positive relationships which will boost student confidence and promote academic achievement.

### **MAIN DUTIES/RESPONSIBILITIES:**

- Act as a positive role model. Positive role models serve as an example. Positive role models show passion and possess an ability to inspire. Positive role models have a clear set of values, show commitment to community, are selfless, and accepting of others. Finally, good role models can demonstrate the ability to overcome obstacles.
- Assist students in math, reading, writing, and other literacy-based skills, in cooperation with the teaching staff.
- Engage students in intentional relationship-building activities.
- Maintain student confidentiality.
- Wear an Inspiring Minds name badge, document impacts in GivePulse and sign in and out in the volunteer binder.

### **QUALIFICATIONS**

- Must be at least 16 years of age

### **Requirements**

- Work collaboratively and approach all work with positivity and determination.
- Communicate effectively with students, families, and colleagues.
- Follow all policies and procedures outlined in training.
- Attendance and participation in the New Volunteer Orientation is required.
- Must be able to pass background clearance check (If applicable).