



## OCFWS Position Description

<b>Organization:</b> Inspiring Minds	<b>Issue Area:</b> K-12 Education
<b>Supervisor Name and Title:</b> Melissa Emidy	<b>Position Title:</b> OCFWS Tutor/Mentor
<b>Expected Hours:</b> 6 hours per week	<b>Pay Rate:</b> \$11.00/hr
<b>Organization Website:</b> <a href="http://www.inspiringmindsri.org">www.inspiringmindsri.org</a>	

### **Organizational Information:**

**Mission:** Inspiring Minds empowers students for success in school and life by supporting them with trusted relationships, tutoring and mentoring from inspired community members.

**Vision:** Inspiring Minds imagines a time when all Providence public school students have an equal chance at academic success. Education is truly a path to a brighter future for every one of our children, a path made possible when the entire community accepts responsibility for ensuring that all public school students have genuine opportunities to reach their full potential. Inspiring Minds also foresees cementing its role as a highly-valued, innovative education partner, an organization that has an impact because it relies on research-based findings. It builds the “collective will” through thought leadership and by training community members to provide culturally competent tutoring and mentoring services and ensuring that students have supportive relationships with caring adults. In turn, Inspiring Minds is sustained by those who see student success as a key to Rhode Island’s future.

**Values:** Students first. Students are always the primary beneficiary and central focus of our work. Closing educational achievement gaps are central to improving social mobility and increasing opportunity. Achievement driven. We hold ourselves and our students to high standards and expectations. Everyone can succeed with the right supports and resources. Culturally competent. Our students bring their own socio-cultural experience to school. Understanding and responding to the knowledge and experiences of each individual learner is important to personalizing their learning experience and encouraging the belief they can grow and learn. Community connectors. The entire community has a responsibility to support student success and to close the achievement gap. Inspiring Minds connects caring and committed adults to students. Relationships matter. Students feel supported and important when they experience strong relationships with adults. Such relationships improve attitudes, behaviors and mindsets that are integral to student success. Evidence-based. We use

qualitative and quantitative data and research to inform our organizational decisions and spark dynamic and innovative responses.

**Position Overview:**

In-school tutor mentors are positive role models that empower 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, relationships 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.

**Expected Outcomes:**

- Undergraduates will gain experience working with youth in public schools.
- Undergraduates will learn about urban education systems.

**Responsibilities and Duties:**

**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:**

- Enrolled in an institute of higher education and awarded federal work study
- Must clear required BCI and federal sex offender registry check.
- Experience: No experience required.

**Training, Supervision, and Support:**

Volunteer Pre-Service Orientation and Training Opportunities

Our volunteers have completed an initial orientation session that includes:

- Introduction to Inspiring Minds' mission and programs

- Overview of our students, their demographics and our opportunity to make a difference
  - Overview of our approach
  - Brief overview of standards-based approach to curriculum
  - Brief Literacy Introduction
  - Brief Math Introduction
  - “Everyday” Mentoring, what it is and how we do it.
  - Important Policies
  - Mandatory Reporting
  - Code of Conduct
  - Dress Code
  - Non-Discrimination of Transgender and Gender Expansive Students
  - Racial and Ethnic Equity
  - Confidentiality
  - What to do on your first day
  - Informational sheet about the school.
  - Additional resources, trainings, and workshops available through Inspiring Minds.
- In addition, volunteers are encouraged to attend additional workshops and trainings. Inspiring Minds offers several training opportunities for volunteers. Please see our training opportunities on our website [www.inspiringmindsri.org](http://www.inspiringmindsri.org).

**Learning Objectives:**

Inspiring Minds connects to the Swearer Center’s learning goals of critical thinking and cultural understanding and humility. Undergraduate tutor/mentors have the opportunity to participate in monthly coffee hours, trainings, and workshops at Inspiring Minds and with our partners. Our opportunities provide several opportunities for group and individual reflection. Our training and workshops are grounded in our value to be culturally competent. Our students and volunteers bring their own socio-cultural experience to school. Understanding and responding to the knowledge and experiences of each individual learner is important to personalizing their learning experience and encouraging the belief they can grow and learn.

**Additional Information:**

Inspiring Minds works with 10 elementary schools in Providence and placement requires own transportation.