



## Volunteer Role Description

### Title: Virtual Literacy Mentor Volunteer

**Minimum Commitment:** Two days per week. 6-8 hours per week for school year in after school shifts and September training

**Reports to:** Virtual Site Coordinator

**Role Description:** The *Virtual Literacy Mentor* fosters a mentor/mentee relationship with students through structured weekly reading tutoring sessions over Zoom and is responsible for attending trainings, preparing tutoring materials for their students, and using Google Classroom and other web platforms to record session notes and volunteer hours. ESLC will provide user accounts and training on the technology needed for tutoring.

### Responsibilities:

- Attend 20-25 hours per year of required training
- Establish and maintain a consistent weekly tutoring schedule for full school year (October-May)
- Arrive (virtually) on time and prepare for tutoring sessions
- Develop positive tutoring and mentoring relationships with students
- Follow guidelines for implementing 1:1 tutoring sessions
- Establish and maintain a positive working relationship with ESLC employees and virtual observers
- Respond promptly to communication from ESLC employees
- Accept feedback based on observations and implement recommendations
- Bring questions and concerns about responsibilities or students to Site Coordinator
- Accurately and promptly complete paperwork, including electronic time entry and session logs
- Read and adhere to the East Side Learning Center Volunteer Handbook, and all policies and procedures

### Qualifications:

- High school diploma or equivalent
- Satisfactory completion of background checks (cost covered by East Side Learning Center)
- Speak, read, and write English fluently
- Strong written and verbal communication skills
- Ability to learn and apply a variety of literacy tutoring techniques
- Ability to exercise flexibility, initiative, good judgement, and discretion
- Strong interpersonal skills
- Ability to learn and use technology such as Zoom, Google Classroom, and AARP Hub webpages
- Ability to relate to individuals from diverse backgrounds
- Must be 16 years or older

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