



## Volunteer Role Description

**Title:** Virtual Literacy Observer 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 Observer* monitors weekly reading tutoring sessions over Zoom in order to maintain a safe tutoring environment and is responsible for attending trainings and using web platforms to record volunteer hours. ESLC will provide user accounts and training on the technology needed for sessions.

### Responsibilities:

- Attend 20-25 hours per year of required training
- Establish and maintain a consistent weekly observation schedule for full school year (October-May)
- Arrive (virtually) on time for tutoring sessions
- Establish and maintain a positive working relationship with ESLC employees and literacy mentors
- 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
- Read and adhere to the East Side Learning Center Volunteer Handbook, and all policies and procedures

### Qualifications:

- Satisfactory completion of background checks (cost covered by East Side Learning Center)
- Ability to exercise flexibility, initiative, good judgement, and discretion
- Strong interpersonal skills
- Ability to learn and use technology such as Zoom and AARP Hub webpages
- Ability to relate to individuals from diverse backgrounds
- Must be 18 years or older

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