

VOLUNTEER OPPORTUNITY

Volunteer Position	Tutor, Secondary School Subjects		
Program	Teen Programs, Homework Help		
Supervisor	Teen Programs Coordinator		
Status	4 hours per week	Centre	Pointe-Saint-Charles

Function
<p>Tutors will be paired with local high school students who attend our Homework Help after school program. Most will be experiencing some difficulty in a core subject like math, and French. Tutors will be expected to lead both private sessions and guided sessions with small groups. Tutors assist students with their homework, assignments and revision for upcoming tests. We expect our volunteers to motivate and encourage the student to achieve his/her academic and personal goals.</p>

Benefits
<ul style="list-style-type: none"> ▪ Have a meaningful, positive impact on your local community ▪ Create a positive environment for youth that encourages their personal growth ▪ Possible mentor to adolescents ▪ Personal growth and development ▪ Develop communication and leadership skills

Responsibilities
<ul style="list-style-type: none"> ▪ Arrives 15 minutes prior to the commencement of the tutoring session to prepare and set-up ▪ Explains concepts and theories on the subject matter ▪ Guides the student through the necessary steps and thinking processes ▪ Addresses the students' questions and concerns about the material ▪ Assists the student with questions on homework and assignments ▪ Reviews for upcoming tests and exams ▪ Follows up with the student's progress ▪ Upholds an open communication with the Coordinator and Youth Workers ▪ Communicates any problems or issues to the Coordinator and Youth Workers ▪ Treats complaints and problems with courtesy and diplomacy

Expectations of the Volunteer

- Promptly notifies the Coordinator and/or the front desk in the event of an absence from a scheduled session
- Is knowledgeable about the youth programs and services offered at the Pointe-Saint-Charles Y Centre and shares information about other activities with members and participants
- Upholds the core values of the YMCA and the Pointe-Saint-Charles Y Centre Code of Ethics
- Abides by the YMCA Child Protection Policies and Procedures

Job/Association-Related Requirements

- Bilingual – Spoken, written (advanced)
- High School Diploma
- Completion or pursuing a post-secondary education (an asset)

Competencies

- *CHILD AND YOUTH FOCUS*: Commits to assisting growth and development among children and youth.
- *COMMUNICATION*: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the YMCA.
- *LEADERSHIP*: Guides, motivates and inspires self and others to take action to achieve desired outcomes.
- *PLANNING & ORGANIZING*: Establishes a clearly defined and effective course of action for self and others to accomplish short and long term work goals.
- *INTEGRITY*: Demonstrates responsible behaviour at all times and maintains high ethical standards.
- *INITIATIVE*: Does the right thing at the right time without being asked.

If you are interested in this volunteer opportunity, please send your application (CV and cover letter) to:

To: **Connor Timmons, Teen Programs Coordinator**
 Email: connor.timmons@ymcaquebec.org Fax: 514-935-1787