



**Title:** Academic Success Coach (Tutor)

**Time Requirement:** 1 hour/week for at minimum 1 program year (September – April)

**Purpose:** To empower students in grades 3-8 to set and achieve 3 S.M.A.R.T. academic, personal and health goals and develop effective study skills through weekly one-on-one interactions. Weekly interactions can consist of helping students with homework and/or activities in reading, concept grasping, organizational skills, goal setting, and/or self-advocacy with their educators.

**Duties:**

- Assist in your student’s development of 3 SMART academic, personal, and health goals at the beginning of each program year and then work with your student towards achieving those goals.
- Independently schedule and organize weekly, one-hour study sessions between yourself and your student. You may need to provide transportation to your student.
  - Meetings can be either in-person or virtual via video-conferencing software (i.e. Zoom, Google Meets, FaceTime, etc.)
  - For in-person sessions - the library is encouraged as the meeting place
- Provide encouragement/guidance/emotional support/etc. to your student throughout the week via desired means of communication (i.e. text, email, phone call, etc.) as needed and to your comfort level
  - If applicable, coordinate with your student’s mentor to share/discuss best practices in working with your student in order to ensure that your student’s academic and social needs are being met and that your student is experiencing positive personal growth/development
- Assist in identifying academic needs for your students and communicating with Seeds 4 Success staff to help resolve them
- Strive to achieve the appropriate goals set forth in the [Academic Coaching Guide](#)
- Log your volunteer hours on at least a monthly basis via the [Volunteer Portal](#)
- Participate phone check-ins with S4S Volunteer Staff monthly (scheduled and organized by S4S staff)
- Attend the required Annual Volunteer Training at the beginning of each program year and optional on-going trainings throughout the year.
- Adhere to all S4S policies and procedures as set forth in the [Volunteer Manual](#)

**Qualifications:**

- Desire to work with children and make a positive impact in their lives
- High emotional intelligence and empathy to understand the adversities faced by our students and the willingness, patience, persistence, and flexibility to endure subsequent “speed bumps” in your relationship with your student
- 21 years old or older and meets the following criteria:
  - Has a clean criminal history
  - Has a clean driving record



- Has not been in treatment for substance abuse in the past five years
- Has not been hospitalized for mental conditions in the past three years

#### **On-Boarding Procedure:**

- Submit the [Volunteer Interest Form](#) on our website
- Complete background check (you will receive an email)
- Schedule a one-on-one pre-match orientation meeting with S4S Volunteer Staff
- Review on-boarding materials:
  - [Academic Coaching Guide and Goals](#)
  - [Volunteer Manual](#)
- Attend one-on-one pre-match orientation meeting with S4S Volunteer Staff
- Participate in initial meeting with student match, as organized and facilitated by S4S Staff
- Begin volunteering!

#### **Benefits to Volunteering:**

- It's Rewarding!
  - "I volunteered with Seeds 4 Success to give back, but volunteering has actually given me more than I could have imagined"
    - Former Eastport Girls Club Mentor
- It Provides Professional Growth!
  - Experience working with children
  - Opportunities to build relationships with other volunteers
  - Recognition for your efforts
  - Potential letters of recommendation from S4S Staff
- It's Inspiring!
  - "Seeds 4 Success is a family. They truly care, love and respect each and every one of the girls and their families."
    - Former Eastport Girls Club Parent

**Supervision and Organizational Contact:** [Volunteer@seeds4success.org](mailto:Volunteer@seeds4success.org) or 410-533-3847