



## CALGARY IMMIGRANT WOMEN'S ASSOCIATION

### VOLUNTEER POSITION DESCRIPTION

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<b>TITLE:</b>	Youth Homework Tutor
<b>DEPARTMENT:</b>	Family Services Department
<b>REPORTS TO:</b>	Youth Program

This program empowers immigrant youth (13 to 18 years old) to get involved in the community and reach their full potential. All CIWA volunteers are required to provide a Calgary Police Services security check.

#### SUMMARY OF POSITION

Volunteers will assist junior high and high school students with homework assignments in one of the core subjects: Math, Science, Social Studies, and/or English. Time commitment is 2 hours on Friday afternoon for one school semester/term

#### DUTIES AND RESPONSIBILITIES

- Attend weekly tutoring class, at agency premises
- Expect to answer homework questions from students
- Be on time for programing
- Respect and collaborate well with students, other volunteers, and staff,
- Be culturally competent and respect program values
- Provide group session summary when requested

#### STANDARDS OF PERFORMANCE

- Ensure that professional approach is aligned with CIWA values
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times

#### QUALIFICATIONS

- Over 18 years of age
- Experience working with youth knowledge
- Passion for working with youth
- Familiar in one or more of the core subjects
- Must maintain confidentiality and professionalism
- Punctual and reliable
- Open minded and enthusiastic
- Understand and respect diversity
- Teaching experience and asset
- **Child welfare check required**

If interested, please contact:  
Volunteer Program  
Direct line 403-517-8830