



United Way  
of Rock River Valley

## I READ

### ELEMENTARY VOLUNTEER TUTOR/MENTOR JOB DESCRIPTION

**POSITION TITLE:** I READ Volunteer

#### **OBJECTIVE:**

- To assist children enrolled in kindergarten, through their 3<sup>rd</sup> grade school year, with reading readiness skills. The volunteer will also act to enhance self-esteem and confidence in the child through patience and encouragement.
- To participate in a widespread community initiative collaborated by the United Way of Rock River Valley, Rockford School District 205, and Harlem School District 122.

#### **RESPONSIBILITIES:**

- Commit to a minimum of one hour a week for up to 4 years of service.
- Assist children in reading, writing, and other literacy-based skills, in cooperation with the teaching staff.
- Complete a volunteer log following each session.
- Direct any questions or concerns to the coordinator stationed at your school.
- Notify the coordinator in advance if you are expecting to be absent. In the event of an unexpected absence, call the coordinator as soon as possible so that a replacement volunteer may be found. If a volunteer consistently neglects his/her responsibilities, the volunteer coordinator will seek to make other arrangements with the tutor or to dismiss his/her services.

#### **QUALIFICATIONS:**

- Ability to read and write the English language. (Or Spanish with bilingual students)
- Interest in and comfort working with kindergarten through 3<sup>rd</sup> grade students.

#### **ORIENTATION AND TRAINING:**

- The volunteer coordinator will be available to discuss and to address any concerns.
- Supplemental materials will be made available concerning reading skills and on dealing with children's varying ages and backgrounds.
- A volunteer training will be held in October.

#### **BENEFITS:**

- Volunteers will be given the opportunity to develop a meaningful relationship with a child by assisting that child in developing an essential skill in today's society.
- Volunteers will receive reading – specific training and materials to work with the children
- Volunteers will receive relevant experience for careers in education, childcare, and literacy related fields.
- To ensure the needs of the volunteer are met the coordinator will act as a volunteer advocate.
- Volunteers are invited to engage their creativity and innovation to facilitate learning literacy skills.
- Knowing that your time and energy are making a difference in a child's life.