



After School Program Volunteer Job Description

Created September 2024

Reports to: After-School Program Manager

About REC:

Riverside Education Centers (REC) is a private, non-profit corporation 501(c)(3) that has been serving the community since 2006, providing structured tutoring and diverse enrichment activities in the after-school hours for academically and financially qualifying 1st-12th grade students in order to improve academic achievement and foster positive social and emotional development in a safe and supportive environment.

Job Summary:

The After School Program Volunteer position requires individuals interested in impacting the lives of students through academic, enrichment, and social and emotional support activities. Each Volunteer will engage in one-on-one or small group tutoring sessions in the after-school hours and through enrichment activities both on and off site.

Physical demands associated with this position may include: sitting, standing, walking, alternative sitting or standing at will, lifting or carrying up to 25lbs, pushing/pulling, stooping, crouching, kneeling, crawling, and or climbing.

Responsibilities:

- Ability to explain material in multiple ways
- Sets small goals/breaks down assignments into achievable pieces if necessary
- Follows the daily schedule
- Reviews student's work to ensure quality
- Keeps students focused and on-task
- Praises/recognizes students in appropriate ways
- Communicates with Site Manager daily on schedule of programming and student needs and concerns
- Assist students one-on-one OR a small group (1-5 students), during program time with homework and structured academic support.
- Engage with students one-on-one OR a small group (1-5 students), to mentor and develop a positive relationship.
- Collaborate with site staff for discipline and behavior issues
- Other duties as assigned.

Qualifications:

- Strong academic knowledge base
- Ability to interact with people of all ages and cultural backgrounds
- Ability to work independently and as part of a team
- Effective oral and written communication skills
- Prefer an individual who has experience working with assisting youth overcome barriers
- True desire to impact the lives of children in our community
- Bilingual skills beneficial, but not mandatory

Programming Hours:

- Elementary School Programming runs Tue-Thur 3:45-6:30 pm & Fri 1:45-6:30 pm (early release day) + occasional 3-4 additional hours/month (Saturdays or Mondays when kids are off school-to be scheduled in advance) Pear Park Elementary runs Tue-Thur 3:20-6:15 pm & Fri 1:30-6:15 pm
- Middle Schools: Mon-Thur 3:00-6:00 pm + occasional 3-4 additional hours/month-to be scheduled in advance (Saturdays or Mondays when kids are off school).
- High Schools: Mon-Thur 3:00-5:30 pm + occasional 3-4 additional hours/month-to be scheduled in advance (Saturdays or Mondays when kids are off school).

Riverside Education Centers is an equal employment opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.