



Title	Tutor	Status	Volunteer Position
Supervisor	Volunteer Field Supervisors	Date Implemented	
Locations	Various office locations in western Kansas and south-central Kansas, including Wichita and Newton	Date Evaluated	

Summary

To help a child increase educational skills by helping with basic reading, math, homework assistance, etc. Tutors may work with individuals or groups.

Level of Client Interaction

High – One on one direct contact with clients; usually without staff supervision.

Essential Functions

_____ 100% Tutor

- Working one or more youth.
- Help youth with educational studies.
- Assist teachers with lessons if in a residential setting.

Knowledge, Skills, Abilities

_____ Self Management

- Must be at least 21 years of age.
- Be mature and responsible.
- Must be patient and able to effectively interact with children and teenagers.
- Must respect confidentiality.
- Meet training requirements.
- Meet scheduling commitments.
- Be capable to follow directions and read necessary instruction with limited supervision.
- Must have a basic grasp of reading, writing, and arithmetic.
- Must agree with the United Methodist Youthville confidentiality requirements, drug-free requirements, and child abuse requirements.
- Able to support the mission, philosophies, goals, and objectives of Youthville.

_____ Achieving Results

- Understand and operate within policy, rules, and regulations.
- Anticipates and prevents problems.
- Complete projects as assigned.

_____ Interpersonal Skills

- Provides assistance, cooperation, and support to others.
- Have a cooperative teamwork attitude with others.

_____ Communication

- Demonstrate positive youth interactions.
- Ensures that others involved in a project or effort are kept well informed.
- Keeps supervisor informed about progress and problems.

Physical Requirements

Classroom, office, or foster home setting.

Commitment

A six-month minimum is required.

Two to four hours per week.

Hours and location arranged individually.