

Toberman Learning Center/Bridges 1/Child Care  
Volunteer Job Description  
Educational Tutor

Purpose of Position

To assist high-risk, energetic youth ages 5 to 14 years of age, with homework completion and tutoring.

**Qualifications**

- Patience and love for children
- Work well with children of various ethnicities and economic backgrounds
- Knowledgeable in basic school academics--reading, writing and math
- Assertive and able to work with little or no supervision
- Adaptable and flexible

**Reports to**

Sharon Stewart, Program Manager, Toberman Learning Center (ages 5-9 years old) for classroom help  
Isabel Mesa, Program Manager, Child Care (ages 5-9 years old) for classroom help  
Michele Fallon, Program Manager, LA Bridges I (ages 10-14 years old) for classroom help  
Annie Appel, Volunteer Coordinator, Toberman Settlement House for absences

**Responsibilities**

- Assist participants, known as child or student, with homework completion
- Listen to and read to the participants
- Tutor youth in math, reading and writing
- Supervise one-on-one, and group educational games
- Organize book shelves and maintain shelves with books

**Training**

- **A volunteer orientation and training will be held before you start to discuss the program**
- On-the-job training will be provided first day of work and as needed

**Time Commitment (Preferably 1.5 hours per week)**

Monday-Thursday, 3:30-4:30 pm (necessary time); 3:15 pm – 4:45 pm (desirable time)

**Benefits**

- You will make a difference in the life of a child
- You will put a smile on the face of a child every day
- You will improve social skills and emotional behavior
- You will increase academic performance immediately and long-term

Contact Information

Sharon Stewart (310) 507-4708 (cell)  
Isabel Mesa (310) 548-9150  
Michele Fallon (310) 832-1145 x117  
Annie Appel (310) 519-0446