

School Year Program Volunteer Tutor Application

Breakthrough volunteers are responsible, dynamic college and high school students with diverse backgrounds, skills, and academic interests. The program offers its volunteers the responsibility and creative freedom to use their skills to affect students' lives in immediate and significant ways.

The Role of a Volunteer Tutor

Each tutor will serve as a teacher, tutor and role model for their designated student. The first meeting of the student and tutor will be observed by the High School Program Staff. Subsequent meetings will occur at a regular time and place agreed upon by student and tutor. Approved places are public libraries, schools, student unions and coffee shops. At no time should a student and tutor be alone or meet at a place that is not identified on this list. At the beginning and end of each session the student and tutor will be required to call and check in with the Program Director.

The Commitment

1. Orientation and Training

All volunteers must attend the Orientation/Training Sessions. Training sessions will provide further information about the program, the process, and the responsibilities of tutors. In order to work with our students, you must attend this training. *Training times TBD

2. Tutoring Timeframe

- Tutoring will occur at a mutually agreed upon location for a minimum of one hour per week.
- All sessions will occur from Monday- Friday, 3pm-6pm; Saturday –Sunday, 12pm-5pm
- When tutors apply they will be put in a tutoring database
- Tutors may not be needed immediately, but will be contacted when they are paired with a student in need. This will be coordinated by and communicated through the High School Program Assistant. Volunteers must commit to a minimum of one day per week for the semester.

3. All volunteers are expected to honor their weekly time commitment for the entirety of the semester. Only in case of an emergency is an absence excused. Tutors must call or email the supervisor and the student by 9am on the day they are scheduled to tutor to let them know if an emergency has occurred and they are unable to attend so we are able to find a substitute.

4. All volunteers will have a 15 minute post instruction log to complete.

5. ****Breakthrough is a work-study site. Please indicate on your application if you would like to use your time at Breakthrough as a work-study opportunity. Work study policies vary depending on the university, and are dealt with on an individual basis; we cannot guarantee a work study partnership with your university.****

How to Apply:

1. Complete ONLINE application at <http://breakthroughphilly.org/content/tutoring-application>. For more information about the organization, please visit www.breakthroughphilly.org.
2. If selected, you will interview with the High School Program Director or High School Academic Coordinator.
3. If asked to participate, you must attend a Tutor Orientation Session.
4. Tutors will go into a tutoring database and will be called when they are paired with a student in need of assistance.
5. Questions or concerns about Program or application process should be directed to the High School Program Director.

For more information regarding tutoring opportunities with Breakthrough of Greater Philadelphia, please contact:

Laura Fabens-Lassen
High School Academic Coordinator
215-261-6711
lfabens@breakthroughphilly.org

Breakthrough of Greater Philadelphia
34 West Coulter Street
Philadelphia, PA 19144
Fax: 215-951-2397