



CALGARY IMMIGRANT WOMEN'S ASSOCIATION

VOLUNTEER POSITION DESCRIPTION

TITLE: Online Homework Club Tutor

DEPARTMENT: Family Services Department

REPORTS TO: Youth Program

The Youth Program addresses the needs of young immigrant, refugee and visible minority girls between the ages of 10 and 19 through education, cultural awareness and successful integration. The program runs Homework Help Club via email, phone call or via Zoom, to assist immigrant girls with school assignments.

SUMMARY OF POSITION

- Assist students with their homework in the fields of: Math, Sciences, English and anything else that is homework related for one school term.

DUTIES AND RESPONSIBILITIES

- Tutor students with homework assignments
- Be on time for programing
- Attend an hour HW Help zoom meeting set by program staff as needed
- Provide extra resources for the students to meet their expectations

STANDARDS OF PERFORMANCE

- Ensure that professional approach is aligned with CIWA values
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times
- Respect CIWA clients, staff and other volunteers and treat everyone equally
- Be culturally competent and respect program values

QUALIFICATIONS

- Over 18 to 30 years of age
- Intervention Record Check required
- Previous tutorial experience considered an asset
- Experience and passion for working with youth
- Active, engaging and friendly
- Must maintain confidentiality and professionalism
- Punctual and reliable
- Understand and respect diversity

If interested, please contact Volunteer Program
Volunteer@ciwa-online.com Direct line 403-517-8830