



Job Title	Generations Homework Club (GHC) Volunteer Mentor
Job Site	Cambie Secondary School and/or Hugh Boyd Secondary as well as local community centres (locations TBC)
Purpose of the Position	To help children (grade 4-7) in homework completion, reading support and math support in a safe and nurturing environment.
Responsibilities and Activities	<ul style="list-style-type: none"> • Providing one on one academic and behaviour support for elementary school students; • Empowering elementary students to overcome challenges under guidance; • Creating a supportive and encouraging learning environment; • Engaging elementary school students in creative problem solving; • Documenting all activities and providing feedback on student and program development.
Skill, Experience, qualification requirements	<ul style="list-style-type: none"> • Currently in high school (grade 10 - grade 12), post-secondary education concentrating in teaching • Proven academic excellence • Good oral and written communication skills; • Good time management and organizational skills; • Good interpersonal skills; • Ability to explain concepts and lead activities; • Preferably someone with teaching or tutoring experience and/ or child care experience.
Desirable Personal Traits/Qualities	<ul style="list-style-type: none"> • Energetic, Self-motivated, Interactive, Patient, Empathetic and Reliable.
Training and Orientation	<ul style="list-style-type: none"> • RYSA will provide a series of tutoring training program. • Orientation and initial training will be held on Sept 15 – Sept 17, 2010
Direct Supervisor and Evaluation	<ul style="list-style-type: none"> • Volunteers report to their direct supervisors, Child & Youth Activity Workers Angela Chan and their Tutorial Session Supervisor. The supervisor's priority is to provide support and guidance. Volunteers will be supported by both RYSA staff and the Child & Youth Activity Worker. • Mentors report to their Tutorial Session Supervisor. Although the Tutorial Session Supervisor will be on site during the whole tutorial session, supervision will be minimal. The supervisor's priority is to provide support and guidance. • Evaluation will be conducted on the last day of every session. Mid-term and final evaluation will be held in February and June.
Expected Starting Date	Starting Oct 18, 2010 – June 9, 2011 (Every Mons, Tues, Weds and Thurs according to the school calendar). Ongoing recruitment.
Time Commitment	Mentors are expected to provide at least 2.5 hours a week commitment to GHC. The tutorial sessions will be held on Mondays & Tuesdays at Cambie Secondary School, and Wednesdays & Thursdays at Hugh Boyd Secondary (location TBC). Tutoring session times are 3:30-5:00pm and the mentors are expected to be serving from 3:15-5:45pm. You can pick the day of week you would like to volunteer in.
Preferred Service Duration	Upon satisfactory evaluation, volunteers should be committed for at least 3 months.
Working Condition	Volunteers will be most likely working indoor (inside a classroom); and sometimes they will bring the children to the nearby gyms, parks, and playgrounds.
Benefits to volunteer	RYSA will provide other free workshops that suits the volunteers' needs and interest. Reference letter.
Screening Measures	All Mentors are expected to: <ol style="list-style-type: none"> 1. provide three character references 2. complete the volunteer application form, participate in an interview, orientation and trainings

Please email or fax application to:

Attention: **Angela Chan**, Child & Youth Activities Worker

Email: angela.chan@rysa.bc.ca Fax: **604-271-7626** Tel: **604.271.7600** ext.111 Cell: **604.644.6415**



Generations Homework Club 2010-2011

Volunteer Mentor Application

Contact Information

_____	_____	_____	_____
First Name	Last Name	Middle Name or Initials	

Address			<input type="checkbox"/> Youth Volunteer under the age of 18
_____	_____	_____	_____
City	Province	Postal Code	
_____	_____	_____	_____
Date of Birthday (yyyy-mm-dd)	Age	Grade	School
_____	_____		
Home Phone Number	E-mail Address		
_____	_____		
Cell or Alternative Phone Number	How did you find out about Richmond Youth Service Agency?		

**Availability: Tutoring Session time from 3:30 – 5:00pm
(Debriefing times: 3:15 – 3:30pm and 5:15 – 5:45pm)**

Please check off the day(s) of week you are available:

Day of week	Mondays	Tuesdays	Wednesdays	Thursdays
	_____	_____	_____	_____
Location	Cambie Secondary School (Room A140)		Hugh Boyd Secondary (Room 120)	
Address	4151 Jacombs Road Richmond		9200 No. 1 Road Richmond	

Please provide any additional comments about your availability here (certain days/hours):

Getting to know about you

Why do you want to be a mentor with Generations Homework Club?



What work, volunteer or personal experiences have you had that would enable you to be a successful mentor?

If we were to call one of your friends and ask them what kind of a person you are, what would they say?

What challenges do you think you might encounter as a mentor?

How would you make sure that you always take into account the needs of your student?



Skills and Experience

Teaching or tutoring and/or child care experience:

Volunteer/work experience in general:

Languages

List out the languages that you can speak, write and read

Emergency Contact

First Name	Last Name	Middle Name or Initials	
Address			
City	Province	Postal Code	Relationship with the volunteer
Home Phone Number	E-mail Address		
Cell or Alternative Phone Number	Main language(s) spoken		
<p>Any medical conditions that RYSA should be aware off? <input type="checkbox"/> NO / <input type="checkbox"/> Yes (If yes please describe the condition in detail in the space below.)</p>			



Richmond
Youth Service
Agency

Reference Check

All volunteers are required to provide **three (3) references for character reference check:**

Name of the Reference	Relationship Between the Applicant and the Reference	Reference Phone Number
		(day) - (evening) -
		(day) - (evening) -
		(day) - (evening) -

Authorization for Collection of Personal Information

I authorize Richmond Youth Service Agency to collect personal information appropriate to the position applied for concerning my academic background and employment/volunteering history, and to verify the character references I have supplied. I understand that the information obtained will be confidential but may be shared with relevant organizations in order to obtain an appropriate volunteer position.

Volunteer's Signature

Date

Photo Waiver Consent

For the purposes of developing promotional materials, website images or reports to funder, Richmond Youth Service Agency may take pictures of volunteers and program participants. Richmond Youth Service Agency respects the rights and privacy of volunteers and participants and will delete any photos of the volunteer or participant upon request. By signing this section, I give the permission for Richmond Youth Service Agency to take pictures of myself for promotional materials, website images or reports developed by the agency.

Volunteer's Signature

Date

Parental/Guardian Consent section (Necessary if the volunteer is under the age of 18)

I, _____, hereby authorize, _____, to participate in volunteer activities Richmond Youth Service Agency (RYSA). By signing this form I am stating that I am their legal guardian/parent and I understand that participation in RYSA volunteer activities might involve travelling with RYSA staff and come in close contact with public. I authorize to consent to their participation and I have provided accurate information and disclosed all relevant medical details, and any other information that may impact participation and supervision that is required of my child.

By signing this form I agree I have full read the forms, requirements and HEREBY RELEASE AND FOREVER DISCHARGE both Richmond Youth Service Agency, its employees, directors or agents, of and from all manner of actions, causes of actions, claims and demands of whatsoever nature which my child/ward may have in respect of any injury, loss or expense he/she may sustain arising out of or in any way connect with his/her participation in this program.

Name of the parent/guardian (print clearly)

Signature

Date