



# Each One Teach One

## Volunteer Position Descriptions

### General description

Volunteers with Each One Teach One assist St. Louis-area elementary, middle, and high school students with homework help, study skills, and literacy skills. Serving as a tutor, mentor or coach with Each One Teach One can be a fun and rewarding experience. Because the students come to count on their Each One Teach One tutors, mentors and coaches, this is not a commitment that should be taken lightly.

### Specific responsibilities for all programs

- Attend weekly tutoring sessions
- Assist individual students or small groups with academic needs
- Maintain a professional tutor/student relationship in all contexts
- Serve as a positive role model at all times
- Meet all program expectations, including paperwork, dress code, background check, standards of conduct and attendance policies
- Attend tutor training session at the start of each semester
- Attend one continuing education training session per semester
- Notify EOTO Coordinator of any student concerns
- Notify EOTO Coordinator of anticipated absences well in advance

### Additional responsibilities for each program

#### *Jump Start tutors will*

- Commit to volunteer weekly as a tutor for a minimum of one semester
- Complete teacher-tutor communication forms during each tutoring session
- Board bus at Mallinckrodt no later than 3:30 for each tutoring shift

#### *College Bound mentors will*

- Commit to volunteer weekly as a tutor for a minimum of one semester
- Attend monthly mentor meetings

#### *KIPP tutors will*

- Commit to volunteer weekly for a minimum of one academic year
- Attend bi-weekly tutor meetings
- Sign and uphold the KIPP Commitment to Excellence

#### *AP Prep coaches will*

- Commit to volunteer weekly for six consecutive weeks of program
- Attend weekly coaching meetings

### Experience & qualifications

- All WU undergraduate students, graduate and professional students, staff, and faculty are eligible to tutor
- Desire to motivate and assist K-12 students
- Effective communication skills
- Responsible, dependable, honest, and mature
- Friendly, patient, and sensitive to a diversity of students
- Ability to give and receive instruction
- Missouri criminal background check clearance