



VOLUNTEER JOB DESCRIPTION: Tutoring Support Lead Volunteer

Reports to: [Laura Kolhoff](#), Education Program Manager

Organization Mission

Belong!'s mission is to demonstrate God's love in action by providing or facilitating access to services that empower and equip the underserved in our community through education, community engagement, and other essential services.

Job Summary

A Tutoring Support Lead Volunteer will provide support to our Education Program Manager in setting up, organizing, and cleaning up for the after school tutoring or Lego program. The job includes being on site for the duration of programming on your assigned day, setting up and serving snacks, organizing supplies, cleaning up after programming ends, and helping to supervise kids at pick up.

Schedule:

3:00-5:15 pm Tuesdays, Wednesdays or Thursdays

Duties and Responsibilities

- Pick up donated snacks from drop off location
- Set up snack area, including table with snacks, water, cups; serve snacks as kids arrive
- Clean up and help organize program materials during tutoring or Lego Club
- Help supervise students during pick up
- Help staff and volunteers clean up work space at end of day, which includes sweeping, wiping down tables and bathrooms, and putting away any program materials as needed

Requirements:

- Friendly, welcoming personality
- Enjoy interacting with children
- Organization and attention to detail
- Desire to support Belong!'s tutoring program
- Ability to work independently
- Follow our safety and policy procedures at all times
- Background check for 18 or older (paid for by Belong or in some cases FCPS) is necessary because this position includes interaction with children.

Benefits:

- Opportunity to interact with fascinating and diverse elementary school age children and support their academic learning.
- An opportunity to join a passionate community of volunteers who are committed to Vienna and our Northern Virginia community.

Time Commitment:

One day per week, 3:00-5:15. Present until end of May 2023

Evaluation:

Evaluation is a two-way street. We will provide feedback during your experience, and we encourage you to do the same.

Thank you for being a part of our team!