

11/6/2006

HOUSE OF MERCY'S ROSEMOUNT CENTER  
VOLUNTEER POSITION DESCRIPTION

- Title: TUTOR FOR PARENTS/STAFF
- Scope of Responsibilities:
- Help a parent or staff member master a particular skill
  - Especially need help from tutors willing to teach English as a Second Language and computer skills
- Training and Supervision Plan:
- One hour Rosemount Center orientation
  - Tutoring training in selected area, if needed
  - Family & Community Partnership Manager coordinates volunteer services and is the supervisor for this position.
  - Tutoring to be done at Rosemount Center
- Time Frame:
- Agreed upon time with parent or staff member
  - Center closed on federal holidays
- Minimum Time Commitment:
- Tutors are asked to make at least a one-hour commitment once per week for a minimum of twelve weeks.
  - Consistency of the same time every week is appreciated
- Benefits:
- Bilingual (English/Spanish) environment
  - Chance to help poverty-level children and parents
  - Exposure to best practices in early childhood (infant, toddler, and preschool) education and Head Start
- Qualifications:
- Sincere interest in working in a multi-cultural setting
  - Attention to detail
  - Cooperative nature, including the ability to accept instruction and correction
  - Must have strong interpersonal skills