



Immigrant and Refugee
Community Organization of Manitoba

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Position Title: Homework Tutor

Purpose

The *Homework and Education for Youth* (HEY) program is looking for Homework Tutors to provide additional, one-on-one assistance to youth in grades 7-12 as they complete their homework. The goal of the program is to increase academic success and ultimately improve the chances of graduating and going on to post-secondary education.

Position Summary

Homework Tutors work in IRCOM's HEY program, which is a part of our *After School Program* (ASP). HEY runs from 4:00 p.m.-8:00 p.m., Monday-Thursday and from 4:00 p.m.-6:00 p.m. on Fridays. Homework Tutors are encouraged to build meaningful and lasting relationships with our youth while helping them complete their homework. Volunteers are not expected to be subject matter experts, rather they are expected to roll model the appropriate use of available resources to create a rich shared learning experience.

Duties and Responsibilities

- Help participants complete homework assignments
- Act as a positive role model
- Build positive relationships with youth
- Demonstrate support for pursuing a quality education
- Maintain open lines of communication with IRCOM staff
- Enforce program guidelines as needed and appropriate
- Ask IRCOM staff for assistance as needed
- Speak English during program hours
- Minimize distractions (turn off cell phones)
- Sign in and out of each shift

Time Requirements

This position requires volunteers to come once a week for two hours during program hours. The minimum time commitment is three months; however, volunteers who can commit to staying until the end of the school year are preferred.

Abilities, Skills, Experience, and Qualifications

- Outgoing and comfortable building relationships
- Comfortable approaching youth to initiate conversations

- Patient, compassionate, and sensitive to participants' previous experiences in educational settings
- Sensitivity to cultural differences and the impact of previous personal experiences
- Willingness to learn and receive constructive feedback
- High school diploma or acceptable equivalent
- Ability to tutor in at least one high school subject
- Experience working with youth is an asset, but is not required
- Experience working in an educational setting and/or with newcomers is an asset, but is not required
- Must complete a satisfactory criminal record check and child abuse registry check
- Must be 18 years of age or older
- Must complete required training provided by IRCOM (see below)

Orientation and Training

- All Homework Tutors must participate in a general orientation to IRCOM's mission, objectives, values, and programs.
- All Homework Tutors must participate in a training session, focusing on tutoring tips that address some of the unique needs of IRCOM's participants, and familiarize themselves with HEY program guidelines.
- All Homework Tutors are encouraged to participate in other training offered to IRCOM volunteers throughout the year. Volunteers also have the option to request specific training relevant to their position with IRCOM.

Supervision

Homework Tutors are under the direct supervision of HEY staff but can also expect to interact regularly with, and be held accountable by, Volunteer and Community Services Program (VCSP) staff. VCSP staff should be considered a supportive resource for volunteers.

Supporting Policies

The successful candidate will be expected to familiarize themselves with the IRCOM policies found in the Volunteer Handbook.

Working Conditions

Drop-in program, casual classroom setting, wheelchair accessible, indoors.

Benefits

- A chance to build relationships and support newcomer youth
- A chance to learn about other cultures and share your own

- The chance to support someone as they study and learn
- The chance to develop your own communication and leadership skills
- The chance to attend volunteer recognition events held throughout the year
- Reference letter can be provided after three months of consistent volunteer service
- Access to all of IRCOM's internal job postings

To apply, fill out the online application form at <http://bttr.im/otznj> or contact Rayne at reisam@ircom.ca or by phone at 204-943-8765 ext. 111. Please Note: it may take a few weeks to receive a response.