

# Volunteer Job Description

## Position – **DOCK Tutor**



Hope inspired. Community driven.

**Purpose:** Our after-school program, the Dorcas Outreach Center for Kids (DOCK) seeks talented, experienced tutors in all subject areas for students between kindergarten and 12<sup>th</sup> grade. We help both struggling and gifted students reach their full potential by supplementing the instruction they receive in class and guiding them toward study practices and aides that can help them excel. Tutors work with individual students one-on-one or in small groups for students who are studying the same material.

**Location:** The DOCK, 1151 Masterson Street, Melbourne 32935 or  
The DOCK Teen Center, 1143 Masterson Street, Melbourne, 32935

### **Key Responsibilities:**

- Meet students at the DOCK and review their homework assignments in the applicable subject area
- Ask students about specific topics or subject areas that are giving them trouble or that warrant further exploration
- Review recent homework assignment and test scores, and work through problems or questions that the student did not answer correctly
- Employ proven study aides to prepare for upcoming tests and quizzes
- Take notes during tutoring sessions so you can follow up with the student later
- Communicate with DOCK Director about trouble areas or any other issue that requires attention

**Responsible to:** DOCK Director, DOCK Teen Ctr. Program Manager, & DOCK program aide(s)

**Time Commitment:** Primarily needed during the “Brainpower” session of the DOCK program, which occurs between 3-4:30pm at the DOCK, and 5:30-6:30p at the DOCK Teen Center. A 2 day/week commitment is preferred.

### **Qualifications:**

- Attendance at DOCK Volunteer Training session
- Successful background check/fingerprinting
- Love for, and patience with, young children and teens
- Knowledgeable in applicable subject area

**Support:** DOCK Director or DOCK program staff will be available to provide guidance

**Dress Code:** Business casual