 CORE Tutoring Program Volunteer Process

Description: CORE tutoring is an after-school program dedicated to providing quality educational support to middle and high school immigrant students in a setting that fosters personal connections. We aim to bridge the literacy gap, strengthen foundational skills, and build mentoring relationships. Our goal is to support our students so that they can thrive in their education and become lifelong learners who are leaders in, and better their communities. This happens every Tuesday and Thursday at Neighbors Community Center from 3:00-5:00 pm. We invite you to be a part of it!

Responsibilities as a volunteer: You can choose to volunteer weekly, on Tuesdays and/or Thursdays. We ask that you commit to at least one semester of tutoring. Responsibilities are as follows:

- Conduct one-on-one or group tutoring sessions with students to complete homework, engage in meaningful English language learning, and assist students in understanding course content. Provide guidance on study strategies, time management, and organizational skills to help nurture effective learning habits.
- Connect with the Instructional Coordinator to monitor progress and adjust tutoring methods to address specific needs. Make notes of extra support needed so that the school can be contacted.
- Drivers: not required, but immensely helpful! Drivers will be expected to be available at 2:45 pm for pickups at schools, and in the city and/or from 4:45 to 5:15 pm to drop students at home. The transportation coordinator will communicate schedules. Drivers should see the vehicle authorization form for guidelines.

Qualifications:

- A willingness to serve and a love for MS/HS students!
- No specific educational background or job experience is needed. A high school diploma is preferred, although high school students may be permitted to volunteer.
- Complete all necessary steps to becoming a volunteer.
- Agree with the statement of faith (see note below).

Steps to becoming a volunteer: Complete the steps below, sending all documents to corereadingprogram@gmail.com.

1. Complete *CORE Volunteer Application*.
2. Sign the *CORE Statement of Faith*. This includes reading the statements and indicating affirmation by signing your initials after each statement. If there is any disagreement with a statement, please contact CORE so that there can be a dialogue concerning the differences of belief.
3. Submit the following clearances:
   a. PA State Police- https://epatch.pa.gov/home
   b. Child Abuse- https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/PA-Child-Abuse-History-Clearance.aspx
      FBI (if a resident of PA for less than 10 years)-
      https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/FBI-Fingerprinting.aspx
   c. Out-of-state volunteers, please talk directly to CORE for this step.
4. Drivers- Complete the *Neighbors Community Center Vehicle Authorization Form and s*end a picture/copy of your driver's license and vehicle registration.
5. Once the paperwork has been processed, someone from CORE will contact you.