



Volunteer Tutor, High School Support

Volunteer Tutor Reports to Volunteer Manager and site-based Education Support Coordinator

Mission: We transform the lives of students impacted by homelessness and housing instability with personalized tutoring and academic support while advocating for their families as they navigate the educational system.

Summary: Volunteer tutors will provide academic support to students experiencing homelessness or housing instability at a high school partner location during designated school hours. Tutors will perform a variety of academic tasks and occasional social emotional learning exercises as guided by onsite Brightlane Learning staff. Tasks include homework help, credit recovery course work, college essay and application completion. Tutoring sessions are a resource room where students drop in during designated hours for support. Most of the student work will be completed via computer.

Essential Skills Required:

- **Flexibility:** Due to housing instability, Brightlane Learning students experience high rates of truancy. Additionally, school schedules are subject to change due to testing or other factors. This role requires working with different students, educational topics, occasionally multiple students, and participating in professional development opportunities as needed.
- **Patience:** All kids can be energetic, tired, disengaged, or overly enthusiastic at times! Additionally, we recognize that Brightlane Learning students are experiencing additional stressors that may contribute to behavior and focus. Occasionally Social Emotional Learning or non-educational games will take priority during our sessions.
- **Willingness to Learn New Things:** Volunteer Tutors do not have to be experts in every topic. This role requires learning on the job, navigating academic resources, and attending informational workshops as needed.
- Basic computer skills
- Must be dependable and punctual
- Must be a reliable communicator
- Must be non-judgmental, accepting, treat others with dignity and respect
- Advanced understanding of reading, writing, and math concepts

Training and Supervision:

- Complete online orientation, which includes training of the following items:
 - Brightlane Learning Mission and Vision
 - Understanding of Homelessness and housing instability

- How Brightlane Learning illuminates futures
- Attend in-person volunteer training,, which includes training on the following items:
 - Site and shift assignment details
 - Trauma Informed Care
 - Resource and Curriculum overview
 - Growth Mindset
 - Policies and Procedures

Time Commitment:

Tutoring shifts are in one-hour sessions with start times ranging from 9 am –2 pm. We ask for a commitment of one shift per week, Monday-Friday, for the duration of at least one semester. Regular Brightlane Learning tutoring takes place at school partners September-May.

Benefits:

- Positively impacting the Indianapolis community
- Experience working with kids
- Exercise your brain and learn new skills
- Increased understanding of social issues and services
- Build your social skills and expand your community with individuals who share a common interest