



Position Title: Shelter Support Volunteer- Family Shelter After School Tutor

Position Description: HSP seeks a gifted instructor to assist our younger Family Shelter residents with their school work. The volunteer's work will help to lay the foundation for long term academic success. Furthermore, the volunteer will gain experience relevant to careers in education and child development.

Supervisor: Joe Kaplan **Supervisor Phone #:** 410-386-6678

Responsibilities:

- Offer instruction to students individually or in a small group setting
- Provide tutoring services at least one hour a week for a minimum of one academic quarter (approximately three months)
- Assist students in developing study skills to improve academic performance
- Review concepts and check completed work for accuracy
- Notify supervisor at least 24 hours in advance if unable to report when scheduled
- Communicate area of academic expertise to supervisor prior to serving
- Document work hours in volunteer sign in book

Qualifications:

- At least 18 years of age or older
- Willing to undergo criminal background check
- Excellent interpersonal and written communication skills
- Proficiency in Spanish a plus, but not required
- Comfortable working with at risk and diverse populations
- Able to furnish relevant work history and personal references upon request
- Able to document mastery of relevant material upon request
- Able to maintain resident confidentiality at all times

Hours: Flexible weekday evening hours available. Must commit to at least 1 hour of service a week. Consult with supervisor for specific hours.

Compensation: This is an unpaid volunteer opportunity. Students seeking a work study experience are encouraged to apply.

Work Location: 10 Distillery Drive, Westminster, MD 21157 (3rd floor). Not accessible by public transit. Volunteers must have access to reliable transportation.

Contact: volunteers@hspinc.org