



NOVACO

Housing for Our Neighbor in Need

Housing • Education • Childcare • Counseling • Mentoring • Financial Management

Volunteer Position Description

Client Tutor

Goals of Position	We are looking for tutors to help a client understand and learn various academic subjects, including finance, reading, math or English as a Second Language (ESL).
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist client academically in whichever subject(s) she is seeking improvement • Monitor client’s progress in order to see where improvements can be made • Evaluate his/her own teaching skills to make sure client is receiving enough attention and assistance • Motivate client and help her develop confidence in subject matter • Help client develop study skills and good study habits
Prerequisites and Desired Qualities	<ul style="list-style-type: none"> • Must be patient and understanding, as well as be able to assist, evaluate, motivate, develop and integrate clients in learning • Support NOVACO’s mission • Possess a pleasant, professional personality • Possess good study skills • Works well in one-on-one situations • Provide positive feedback as much as possible • Have a positive, open attitude • Support established policies and procedures
Time Commitment	<ul style="list-style-type: none"> • Minimum 1 evening per week • Minimum Duration: 6 months
Training Required	<ul style="list-style-type: none"> • None
Benefits of Position	<ul style="list-style-type: none"> • Feelings of pride in helping clients learn subject matter and develop study skills needed to work toward and accomplish goals • Satisfaction of making a difference in the lives of others
Grounds for Termination	<ul style="list-style-type: none"> • Volunteers will be asked to discontinue volunteering if they do not show up without contacting the Volunteer Manager • If the volunteer acts in any way that contradicts the volunteer rights and responsibilities
How to Apply:	All NOVACO volunteers must fill out a Volunteer Application and Confidentiality Agreement . There is a \$25 tax-deductible background check fee (There is no fee for full-time students.) Please download and mail the forms with a check to NOVACO, 9677A Main Street, Fairfax, VA 22031.