



## HEALTHY CITIES TUTORING

# Volunteer Expectations 2021-22

*We commend you for volunteering to help a struggling student and we are confident that you will be an excellent teacher, mentor, and role model. Volunteering to tutor with our organization is a weekly commitment and we want to be clear about our expectations of you.*

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### Commitment

- Typically, you will meet with your student one-on-one for 45 minutes per week for the duration of the school year, excluding school holidays and breaks.
- Last year, all student-tutor pairs met remotely online using web-based technology such as Zoom or Google Meet. This year we look forward to returning to in-person tutoring on school campuses when and where possible. Though our preference is to provide in-person tutoring, we will continue to support remote tutoring as necessary to work within guidelines provided by the school districts and to accommodate those students or tutors who need to continue to meet remotely.
- If you tutor remotely, you will need to provide your own device and use your own web-based application accounts for remote tutoring sessions. Healthy Cities Tutoring will train you to use technology to connect with your student.
- Weekly tutoring should have the same priority as your other appointments and activities. Please plan your schedule accordingly and attempt to reschedule missed sessions.
- During your tutoring sessions, your student is your highest priority. Please find a quiet place, free of distractions from which to connect to your student and refrain from doing other work during the session. Activities such as texting, chatting with friends or coworkers, playing with your phone, etc., are not permitted.
- If your student does not have homework and their teacher has not provided you with specific work to do, please use your creativity and take the initiative to read or write together, practice math facts, help them organize their folders, visit an educational website together, or play a game. Your Tutor Binder and the [Tutor Corner](#) section of our website has suggestions for you. Please do not cancel the session. You are setting an example for the student about taking responsibility for their own learning.



## Communication

- Healthy Cities Tutoring will communicate with you mainly by email. Please be in the habit of checking your email and responding quickly when necessary.
- Tutor News is our monthly newsletter. It contains important information about school schedules, training opportunities, and other helpful information about tutoring. Watch for it in your email box and check your spam filters so that you don't miss out on important information.
- Healthy Cities Tutoring will arrange an initial regular schedule for weekly tutoring sessions. Because of the uncertainty of the community health situation, your student's schedule, and yours, may change throughout the year. Please communicate directly with your student's parents and teachers to coordinate ad hoc changes to your schedule. Contact your student's teacher and parents as soon as possible if you are unable to attend a tutoring session; at least 48 hours notice of anticipated absence is appropriate.
- Send a short email to your student's teacher at least once per month to let them know what you have been working on with your student. In most cases, your student's teacher(s) will be your primary resource to determine the support your student needs.

## Training

- Healthy Cities Tutoring provides many live and online training opportunities for our tutors throughout the school year. Additionally, the [Tutor Corner](#) of our website has videos of past training sessions and links to other materials that you can use to prepare for your tutoring sessions. We ask that every tutor endeavor to complete at least 2 hours of training each year.

## Confidentiality and Safety

- Review and comply with Healthy Cities Tutoring's [Child Safety Policy](#).
- When tutoring in-person resumes, if you are scheduled to tutor in a location where there is not another student/tutor pair--or another adult--present, please move to a location where other adults are present.
- Information about your student is confidential and should not be shared with others. Do not post your student's name or picture or details about your tutoring sessions on social media without the consent of Healthy Cities Tutoring and your student's parents.

## Mutual Respect

- We respect your time and commitment and we expect that your student, their parents, and their teachers will too. If there are ever any problems, please let us know so that we can help you manage the situation. For example, if the student does not show up for tutoring, or their parents frequently cancel sessions, or if you need guidance from a teacher, we can help you--if we know what it is happening.