



## Academic Mentor Position Description

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**Purpose:** To provide a young person (14-21) in foster care with the academic support and motivation needed to graduate from high school, complete their GED or graduate from college.

### **Position Summary:**

Academic Mentors will meet with a student virtually, at a designated community location or at the student's home with a caregiver present weekly or bi-weekly, depending on the young person's needs. They will develop a positive relationship with the student, work to enhance the student's academic skills, and promote productive academic habits. Providing help with homework and assisting with test preparation will be the primary tasks during the school year. These tasks will be completed in a way that encourages the student to become an independent learner.

### **Academic Tutor Responsibilities:**

- Develop a positive relationship with the student
- Enhance the student's organizational, problem-solving, and communication skills
- Incorporate study skills and time management techniques into sessions
- Work with students to complete assignments and prepare for tests
- Communicate with teachers to promote open communication and provide targeted sessions
- Build self-esteem and motivation
- Strive for mutual respect and serve as a positive role model
- Accept and relate to youth who may not share the volunteer's lifestyle and values
- Report meeting times and student progress to HCP staff through emails, phone calls, monthly reports
- Maintain confidentiality regarding student work, conversations, and records

### **Academic Mentor Qualifications**

- Must be eighteen years of age
- Patient, flexible, and encouraging
- Consistent and dependable
- Works well with people from a variety of cultural, religious, and economic backgrounds
- Must have at least a high school diploma with strong academic standing
- Have a clean driving record and background check
- Willing to adhere to all Hope Center tutoring program policies and procedures
- Experience working with youth in an educational setting helpful but not required
- Must be able to establish and maintain a trusting and productive working relationship with young people and program staff

### **Time Commitment**

- Commit to working with the student through the end of the current school year, but ideally longer
- Volunteer will work with program staff and young person to develop a tutoring schedule that best fits the needs of the young person
- Attend an initial three-hour volunteer orientation training session
- Submit monthly time/activity reports and be willing to communicate regularly with program staff

For more information and to sign up for volunteer orientation, contact [volunteer@hopecenteratpullen.org](mailto:volunteer@hopecenteratpullen.org).