MSU America Reads*America Counts Tutor
(Volunteer and Work-Study)

Position Description

The Office for Activities and Engagement (OAE) facilitates and supports student engagement both on campus and in the community. We encourage student leadership development by supporting the formation and sustainability of student clubs and organizations, providing group leadership development skills, and promoting service experiences in the Bozeman area community.

OAE administers and oversees the MSU America Reads* America Counts (MSU AR*AC) program, which engages college students and community members as work-study employees and volunteers tutoring pre-k through 8th grade students in Bozeman area schools. The mission of the MSU AR*AC program is to work with and support area children to achieve and succeed academically. In any given program year MSU AR*AC recruits, screens, selects, trains and places 45 to 120 tutors in area schools serving 200 to 350 children referred to the program by teachers or specialists. In the school setting the tutors are supervised by and accountable to the referring teachers of each student with whom they work.

The MSU America Reads*America Counts tutors are responsible for working with the students to whom they have been assigned, assisting them in meaningful and constructive ways to embrace and experience success with literacy or math skill development. The tutors are consistent and reliable adults in the lives of the children referred to this program, and they are looked up to and seen as role models by their students. Each tutor is responsible for working cooperatively with all supervising teachers and maintaining ongoing communication with those teachers so that the referred students can receive the most timely and relevant instruction possible.

Qualifications

Required

- Must have a high school diploma or equivalent certification and/or be studying at the college/university level;
- Must demonstrate community service leadership experience/potential in the application;
- Willingness to make at least a one semester commitment as a volunteer or a two semester commitment as a work-study tutor;
- Competence in organizing and prioritizing multiple work assignments, exercising sound time management and reliability in meeting commitments consistently;
- Willingness and ability to work with people from all cultures, religions, backgrounds and walks of life.
- Strong commitment to serve children in our community and to fulfilling the mission of the MSU America Reads*America Counts Program with professionalism and integrity;
- Strong oral and written communication skills, including the ability to effectively summarize information for students being tutored;
- Ability to work cooperatively with others, specifically in a school setting;
- Access to reliable transportation to get to and from schools where tutoring takes place;
- Ability to maintain good personal hygiene and wear suitable clothing for work in the community.
- Preferably can demonstrate experience working with children in a mentoring or tutoring capacity.
Responsibilities

Program Responsibilities

Tutors will:

- Consistently follow the established schedule of tutoring hours each week with students with whom they have been matched over the course of the semester;
- Participate in and/or attend all monthly Roundtable meetings as outlined in the Tutor Manual;
- Complete and turn in monthly timesheets tracking hours served with appropriate teacher signatures by the specified due dates.
- Complete the full time commitment (volunteers commit to at least one semester; work-study tutors commit to one academic year);
- Volunteer tutors: commit to tutor at least one student per week.
- Work Study tutors: commit to tutor students for 7-10 hours per week.
- Attend the required training sessions in mid September.
- Maintain an active email account that is checked daily for program updates;
- Inform OAE and MSU AR’AC coordinators of any changes in contact information, status with work-study funding, or tutoring schedules;
- Abide by the MSU Student Code of Conduct: [http://www2.montana.edu/policy/student_conduct/cg600.html](http://www2.montana.edu/policy/student_conduct/cg600.html) at all times;

Responsibilities to Teachers

- Build positive and cooperative relationships with all supervising teachers;
- Always be prompt, consistent and accountable; notify teachers ideally 24 hours in advance of the need to miss any tutoring sessions and explain the circumstances to them;

Responsibilities to Students

- Respect and encourage the unique identities of the students with whom you work;
- Act as a role model for students with whom you work: Behave in a mature and responsible manner at all times;
- Exercise patience, understanding, and persistence in work with assigned students;
- Respect the confidentiality of all students and their families at all times.

How to apply:

1) Print off the current application.
   - Email us at: msuamericareads@gmail.com OR
   - Find the application at: [www.montana.edu/engagement/programs/arac](http://www.montana.edu/engagement/programs/arac)

2) Turn your paperwork by the September 7th priority deadline. (rolling applications will be accepted after this date)

If you have further questions, please contact us at:

(406) 994-6902

or

msuamericareads@gmail.com