GENESISTER Homework Club (HWC) Tutor

BCPH Program & Division: GENESISTER Program, Community Health Division

Time Commitment: 2-8 hours/week; hours vary depending on duties assigned; must be available from 4:00-5:00 p.m. on Mondays and Wednesdays for Longmont Homework Club (HWC) and 4:00-5:00 p.m. on Tuesdays and Thursdays for Boulder Homework Club

Location: Boulder County – serving Boulder, Longmont, and Lafayette youth

Program Summary:
GENESISTER is a pregnancy prevention program for the siblings of pregnant and parenting teens. Visit www.BoulderCountyGENESISTER.org for more information.

Description of Work:
Tutor GENESISTER participants on an individualized basis, as well as in group-based settings (i.e. HWC).

Duties and Responsibilities:
- Provide elementary school, middle school, and high school students (ages 12-18) with basic tutoring in a variety of subjects.
- Assist in organizing homework clubs: preparing the room, setting up snacks, calling participants, completing attendance paperwork, etc.
- Be available as the lead academic resource during HWC to answer questions and assist students, as necessary (GENESISTER staff would also be available).
- Be available as the academic resource providing one-on-one tutoring sessions to answer questions and assist students, as necessary (GENESISTER staff would not necessarily be present).
- Attend or phone in to GENESISTER staff meetings on a regular basis to provide feedback on programming and to brainstorm on service delivery ideas.
- Provide GENESISTER families with updates on student progress, as appropriate.
- Attend school meetings and/or communicate with school staff and/or families and GENESISTER staff, as appropriate.
- Provide GENESISTER staff with outcomes, student needs, and/or progress updates after each tutoring encounter.
- Assist GENESISTER staff in completing paperwork for HWC and one-on-one tutoring sessions.
- Transport participants in personal vehicle to and/or from GENESISTER HWC and one-on-one tutoring sessions.
- Support youth in developing a vision for post-secondary education and career.

Training and Orientation:
- Receive upfront training from GENESISTER staff on:
  - Mandated reporting and confidentiality requirements.
  - HWC preparation, setup, and teardown needs.
  - One-on-one tutoring session process and procedures.
  - Transportation requirements and process.
  - Communication and paperwork expectations with staff, youth, and families.
- Receive ongoing training from GENESISTER staff on:
  - Teen pregnancy prevention strategies.
  - Additional training, as needed.

Benefits Gained:
- Certain mileage for all GENESISTER-related transportation will be reimbursed, as designated by Boulder County.
- Excellent opportunity to make a positive difference in the lives of young women and their families.
- Establish professional ties with community experts and other community and county agencies in field.
- Gain an understanding of the role of public health in the community.
Flexible work schedule.
Ability to support women’s right to education.
Become an additional trusted adult and role model for young women.

Supervision:
- Provided by the GENESISTER volunteer supervisor individually and/or as part of a group, which will be determined after volunteer placement.
- The supervision schedule will be determined with the volunteer after placement.

QUALIFICATIONS

Knowledge, Skills, and Abilities:
- Strong interpersonal and communication skills and the ability to conduct self in a responsible and professional manner.
- Some experience or background working with positive youth development, prevention programming with youth and/or parent education.
- Ability to understand and maintain confidentiality.
- Ability to understand and adhere to mandated reporting policies and procedures.
- Ability to work with high-risk youth in a nonjudgmental fashion.
- Ability to work with and understand issues facing low-income families.
- Ability to assist students with homework in a patient and compassionate manner.
- Must be organized, flexible, and dependable.
- Ability to work effectively in a team, as well as independently.
- Must be self-directed and motivated after provided with appropriate orientation and resources.
- Flexible schedule, but should be prepared to expect scheduling changes and challenges, as well as unprepared youth and/or families.
- Must possess high energy, have a positive attitude, and be a supporter of comprehensive sexual health education and women’s rights.

Special Requirements:
- Bilingual (English/Spanish) skills are preferred.
- Must have a reliable personal motor vehicle that is readily available for business use. Must also have minimum liability insurance, as required by the State of Colorado; a valid driver’s license; and a driving record in good standing. Vehicle must have properly functioning front and back seatbelts.
- Must require all passengers in motor vehicles (including driver) to wear seatbelts at all times.
- Must submit immunization history form and immunization documentation. Some immunizations and/or TB tests may be required (at the expense of BCPH), and volunteer must comply with these requirements prior to start date.
- If required, universal precautions and TB training will be provided by the BCPH employee infection control nurse before the volunteer may begin.

HOW TO APPLY:
Application Deadline: Open until filled
Submit an application online or contact Volunteer Services:
BCPH Volunteer/Intern Services Program
3450 Broadway
Boulder CO 80304
Phone: 303-441-1163
Email: healthvs@bouldercounty.org