

Volunteer Tutor Fact Sheet

Thank you for your interest in learning more about becoming a **Volunteer Tutor** at **The Pittsburgh Project**. This fact sheet should provide you with answers to some frequently asked questions about tutoring in our program. Please call **Ginny Giles, Volunteer Resources Manager**, at 412-321-1678 ext. 134 or email her at vgiles@pittsburghproject.org for answers to any other questions. For more information about the mission and programs of **The Pittsburgh Project**, visit our website at www.pittsburghproject.org. Our tutors are great assets in the lives of over 150 students we serve in our after-school programs: The *BASIC Academy* for students in grades K – 5 and *Reach Academy* for students in grades 6 – 8.

What is the Vision and Purpose of The Pittsburgh Project?

Our **vision** statement reads, “That Pittsburgh will be called a City of Truth, where once again, men and women of ripe old age will sit in the streets, each with cane in hand because of age, and where the city streets will be filled with boys and girls playing there.” (from Zechariah 8:4-5) Our **purpose** statement reads, “We develop servant leaders and uphold the dignity of vulnerable homeowners.”

What does a Volunteer Tutor do?

Tutors are assigned to one of our classrooms for a semester. Should a tutor decide to be here for both tutoring hours in a day, he or she will be assigned to **two** classes; one each hour. Elementary students’ classes have no more than ten students who are led by a staff person in the role of teacher. Middle school classes are larger but are also led by a teacher.

Our volunteer tutors assist one or two students to complete their daily assigned homework. Additionally, students may work on provided supplemental materials to strengthen basic skills in math, reading and spelling. Finally, tutors encourage students to reach for excellence in their education.

Where do I tutor?

All classes are held in our main building in the North Side at 2801 N. Charles St. Pittsburgh, PA 15214. Directions to our facility, including bus routes, are located on our website: www.pittsburghproject.org.

What is the time commitment?

Our spring semester begins on Tuesday, January 3, 2012. Volunteer tutors make a minimum commitment of **one hour per week for one semester**. ***If possible, please consider volunteering two hours each week. Tutors who are here more consistently make a greater impact in the educational growth of children.*** Tutors may, of course, renew their commitment for the next semester if their schedules allow. Our after school programs’ daily hours run from **3:00 PM until 6:00 PM**.

- *Elementary school students* have tutoring hours from **4:15 PM to 5:00 PM** and **5:00 PM to 6:00 PM**, Monday through Thursday.
- *Middle school students* are in class from **4 PM to 6 PM**, Monday through Thursday. Tutors are asked to come for **both hours** on the day they choose to tutor in order to spend more time building relationships with the students. Middle school tutors are asked to strongly consider making a full school year commitment.
- *High school students* need tutors occasionally for specific subject matter.

Typically, a volunteer tutor chooses the day and hour of availability. This time slot, once chosen, needs to be consistent week to week in order for the students to receive consistent support. Tutors are welcome to volunteer more than one hour per day or per week.

What kind of training or orientation do I need?

New volunteer tutors are required to attend one of our **Volunteer Tutor Orientations**. Spring semester orientations are scheduled for Thursday, Jan. 5 from 4-6, Saturday, Jan. 7 from 10-noon, Wednesday, Jan. 11 from 4-6 or Tuesday, Jan. 24 from 4-6. To register for an orientation, please contact **Ginny Giles**. Her contact information is listed at the end of this document. Orientations are held at our site, **2801 North Charles Street**, on the North Side of the city.

While tutoring, whom will I go to with questions or concerns?

Each classroom has a staff person in the role of teacher. These teachers are present to lead their class each day but also to support you as a tutor. **Kellyn Von Arx**, our Elementary Coordinator, along with **Bruce Foster**, our Middle School Coordinator, provide oversight for these programs. Tutors may contact them at any time by calling 412-321-1678.

What are the personal requirements for tutoring?

All **Volunteer Tutors** are required to complete an application. Tutors are also asked to provide two references. Adults (over 18) will be asked to complete a criminal record check and child abuse clearance form. Students who desire to become tutors must be in at least 9th grade and have a 3.0 or above GPA. It is expected that individuals interested in tutoring would have patience, encouragement and compassion as strengths, as well as a strong desire to see students grow academically. **We also require that a tutor make every effort to be here during his or her scheduled time each week that our program is in session, unless a personal emergency arises.**

For further information, contact Ginny Giles at 412-321-1678 ext. 134 or by email: vgiles@pittsburghproject.org.

We hope you will consider joining our Volunteer Tutor team. You will make a tangible difference in the lives of young students.