

Rebecca's Garden of Hope Orientation Introduction

The impacts of poverty are well-documented. Children, of course, are the most vulnerable victims because they cannot walk away from their circumstances or their parent's choices. Many of these decisions have far reaching negative implications in the lives of children and families living in "At Risk" communities. In states across the country, the poverty statistics paint a dismal picture, with nearly 58% of children living in poverty. Rebecca's Garden of Hope has been committed to working with these youth for over 15 years. We provide free tools and resources to help these young people succeed. That is why we need your support.

Rebecca's Garden of Hope (RGOH) tutoring and mentoring program seeks to accomplish its mission and vision by engaging volunteers to serve and mentor children in the local community. RGOH offers volunteer opportunities in the areas of assisting with homework, reading, writing, spelling and mathematics. Our volunteers are college students, retired teachers, professionals, local community partners, and other diverse members of the community. Reading is a fundamental skill that all youth need. For that reason, we equip our volunteers to work with youth to increase their vocabulary and reading comprehension as well as strengthening basic math skills. Volunteers assist youth with reviewing class materials, building effective study habits, building confidence in literacy/math, and preparing youth for upcoming tests/assessments.

We ask that all interested candidates come with a heart for helping youth and that they also maintain a high level of participation and enthusiasm, throughout the year. All volunteers for RGOH may sometimes assist students individually or work in a group setting, alongside other local partner organizations and community members. Thank you for your interest in serving as a tutor in this ministry. Our combined efforts will help more youth accomplish their educational goals as they move toward reaching their full potential.

PREPARING TO TUTOR

1. You will receive a description of the responsibilities and role of a tutor.
2. You will receive a uniform list of behavioral expectations.
3. You will receive training on how to use curriculum resources.
4. You will receive tips on how to work with youth one-on-one, and how to manage behavior issues.
5. You will receive training on how to identify and report abuse.
6. You will receive information on diversity, inclusion, and cultural awareness.

ROLE OF A TUTOR

1. Maintain a positive fun learning environment for each student you tutor.
2. Clearly identify the age, gender, grade and subject of each student you are able to assist based on your skill set.
3. Coach children by challenging them to try something harder and use positive reinforcement to encourage them on their journey.
4. Motivate children to read more since reading impacts every aspect of learning.
5. Model positive healthy behavior that will encourage youth to always strive for excellence.
6. Always be available to listen and redirect the student to the appropriate authority when necessary.

TUTOR BEHAVIOR EXPECTATIONS

1. Casual dress is acceptable but please make sure your clothes send a positive healthy message to our youth. (Examples: No wearing hoodies inside, pants hanging below the waste, no plunging necklines, no tiny dresses or super short shorts, no shirts with profanity and no clothes with crude jokes or any negative messages. Also pay attention to good hygiene, including body odor, clean nails, brushed teeth, combed hair, etc... All these details are important for those wanting to tutor.).
2. Please put all cell phones away and only use them if it is an emergency.
3. Please do not bring any food into the tutoring session. It is a distraction for the youth.
4. Please do not chew gum while working with the youth. It can be a distraction for them.
5. Please do not give children gum, candy or food unless it is approved by the director or other authorized support staff.
6. If you are in the room with other tutors and you know them personally, please do not carry on conversations with them while working with youth.
7. Maintain a consistent focus with the individual student or students you are working with and make sure to encourage them and reinforce positive behavior throughout the session.
8. Never take a child in a room, alone when there are no other adults in the room. There must always be at least 2 adults in the room together with students.
9. Never hit, shove or pull on a child. If a child is acting unruly please ask the director or other authorized personnel handle the situation immediately.
10. 10. If you have developed a bond with the child and would like to mentor that child, talk with the director or other authorized personnel about other possible mentoring opportunities, outside of tutoring.

TUTOR RESPONSIBILITIES

All tutors are welcome with or without prior tutoring experience. Rebecca's Garden of Hope is an afterschool tutoring and mentoring program, targeting youth, from underserved communities between the ages of 4 to 17 and we focus on the following subjects: reading, math, spelling and writing. We hope your efforts will assist our youth with going to college or seeking other secondary educational opportunities.

1. Tutors are responsible for arriving onsite each Wed. from 5pm-7pm and Sat. from 10:30am-12:30pm. Tutors are also responsible for filling out the proper forms for any community service hours needed.
2. Please commit fully as a tutor. If tutoring sessions last for 2hrs a 2-hour commitment is needed and expected.
3. Tutor Reference Guide includes the following:
 - a-Tutor Orientation Information
 - b-Tutor Application/Background check
 - c-Tutor Assessment Questionnaire
 - d-Tutor Commitment Card
4. Tutors will be given a survey 3 times a year and expected to fill that information out.
5. As a tutor, you need to discover new and interesting ways of presenting the material, keeping in mind all students don't learn the same or respond to the same coaching.
6. It is important that all tutors accept others who come from different backgrounds or cultures and treat them with respect.
7. If tutors don't know the answers to a student's question, please be honest and ask the director or other leaders to assist.
8. During your initial interaction with the student he tutors must work to identify all the deficiencies the student might have in a specific subject and use that information to proactively find resources to assist them.
9. Teach the student how to find answers on their own don't answer questions for students out of frustration.
10. Establish and maintain positive rapport with each student and be sensitive to how to pronounce their names and other details about the child.
11. When reading with a student make sure to have the student read aloud to you, you will be able to get a feel for the students learning abilities. As the student reads each section, take a moment to discuss with the student each point and set expectations with your student as to what he or she can expect from tutoring.
12. Your success as a tutor will depend a great deal on your ability to accurately assess the student's problem. Take time to work with the student and once you identify the problem/s use available resources to address those deficiencies.