

VOLUNTEER POSITION DESCRIPTION

Position Title: Volunteer Tutor	Reports To: Site Support
Program: High School Tutoring	Location: Community Location or Virtual

POSITION OVERVIEW:

Carizon is excited to share that in partnership with local grassroots organizations and the WRDSB we are expanding the opportunity to access tutoring support across Waterloo Region. The goal would be to have tutoring sites at various locations throughout the Region as well as maintain some virtual tutoring.

With this new tutoring initiative, we can reach even more high school youth than we were before. Students across the Region can attend and get the academic support they need to achieve success and reach their goals.

KEY RESPONSIBILITIES:

- Provide academic support to high school students
- Help students develop the study skills necessary for academic success
- Help students develop self-confidence and reduce anxiety or fear of failure in academic work
- Help students develop positive attitudes toward learning and studying
- Create a welcoming environment for students
- Attend/Login for scheduled shifts and keep track of your time; enter hours using volunteer portal
- Notify staff when absent

TIME COMMITMENT:

- 2-3 hours per week, late afternoon/early evening, at assigned community location or virtually
- Minimum September to December commitment required
- Attend each week at the time & location prearranged

BOUNDARIES:

- Must adhere to Carizon's Code of Ethics and privacy policies, reviewed during screening
- Maintain confidentiality regarding students
- Maintain a professional relationship with students; do not meet privately with them
- Refer any student questions or concerns which fall outside of volunteer role, to staff
- Refer any behavioural or other concerns regarding students directly to staff
- Do not share personal contact information with students, including social media
- Use of cell phones is not permitted unless being used for tutoring purposes
- Do not transport students
- Virtual – Must have a quiet and private workspace, access to reliable internet and computer with mic and camera

QUALIFICATIONS:

- Must be minimum 16 years of age and demonstrate strong reliability
- Police vulnerable sector check required if 18+ (\$20)
- Proof of Covid-19 double vaccination; review policy and sign
- Sound knowledge of high school course(s)
- Virtual – comfortable with online programs and learning how to use Zoom
- Good interpersonal skills, friendly, patient, and flexible
- Ability to create a safe and inclusive environment working with a diverse population
- Able to communicate with youth openly and without judgment

SUPPORT:

- Orientation will be provided
- Staff will be available to provide ongoing support during sessions

DRESS:

- Casual

Volunteer Signature

Date

Volunteer & Student Coordinator Signature

Overall Risk Assessment: Low Risk				
	No Risk	Low Risk	Medium Risk	High Risk
Participant	No interaction with participants	Adults	Adolescents and seniors	Babies, children, persons with disabilities
Setting	In isolation with no interaction with participants	Public space with high visibility and supervision	Space with limited visibility and supervision	Space with no visibility or supervision
Supervision	Staff always present	Staff regularly present	Infrequent supervision	Little to no supervision
Nature of Relationship with participant(s)	No contact with participants	Short term, non-intimate	Personal relationship that extends over time	One-to-one relationship, position of trust
Degree of Physical contact	No physical contact	Infrequent physical contact	Regular physical contact	Intimate physical contact
Access to Information	No access to money and/or confidential information	Rare/infrequent access to money and/or confidential information	Access to limited confidential information, and/or handles money	Has access to confidential and sensitive information and/or manages funds or has access to master keys, passwords,

As we continue to be responsive to the changing needs of our communities, we acknowledge the historical and present-day violence and systemic barriers that continue to harm members of our Region and that we must ask ourselves not if we are complicit, but how. Carizon is committed to developing anti-oppressive practices and equitable outcomes for the families we serve while ensuring that our programs reflect and meet their needs. We recognize that we must work in collaboration with others to dismantle systems of oppression, discrimination, and violence that people face because of their diversity, beliefs, and identities. Building equity takes time, resources, intentional commitment, and behavioural change. It is an ongoing process, and we start by recognizing the racism and discrimination faced by Indigenous people, Black people, Asian communities, racialized people, ethnic or linguistic groups, members of the 2SLGBTQIA+ communities, unhoused people, people with mental illness and

people with physical and intellectual disabilities. To help us create change and ensure that we can continue helping families thrive, Carizon has invested in antiracism and anti-oppression training for all our employees. In addition, we have engaged in an organizational assessment to identify and address gaps. We have also created an Equity Leader position to help ensure our policies, processes, and practices eliminate any existence or influence of systemic racism across our organization. We have a lot of work to do, and we are committed to keep moving forward on this learning journey. We will continue to listen, learn, and take action to ensure that everyone at Carizon experiences true equity, empowerment, and inclusion. Carizon is an equal opportunity employer and supports workforce diversity. At Carizon, we believe that diversity enriches our performance, clients, services offered, the communities where we live and work, and the lives of our employees. Should you require accommodation during the screening process, please contact Volunteer & Student services (kmcarthur@carizon.ca).