



## Inspiring Minds Job Description

**Job Title:** *Off-Campus Federal Work Study In-School Tutor/Mentor*  
*Fall, Winter and Spring Semesters, Part-time, hourly, 5-10 hours per week.*  
**Location/Hours:** *One of 17 Providence Elementary Schools, between 8:00 a.m. and 3:30 p.m. M-F*  
**Reports to:** *Executive Director*  
**Pay:** *\$11.00/hr*

### Inspiring Minds Mission:

Inspiring Minds' mission is to create successful students by providing them with the appropriate academic and social supports. We connect well-trained and supported volunteers to struggling Providence students to develop close connections through which young people discover who they are, gain skills to shape their own lives and learn how to interact and contribute to the world around them.

### General Description:

Inspiring Minds is a non-profit education agency founded in 1963 to provide academic support for the children in two segregated elementary schools. Named initially Lippitt Hill Tutorial, the organization grew into a citywide service and, in 1988, became Volunteers in Providence Schools. The more elegant name of Inspiring Minds was adopted in 2008. Inspiring Minds is a student-centered organization, ensuring our programs are focused on promoting positive outcomes for the youth we serve.

In-school tutor mentors are positive role models that assist Pre-K to grade 5 students in the [In-School Tutoring and Mentoring program](#) or the [Kindergarten Project](#). Tutor/Mentors are matched with students in small groups to develop a trusting, relationship and to engage in structured activities, often around a classroom or homework-related topic. Inspiring Minds views tutoring as the direct and clearly defined work to support the students' academic skill development and mentoring as the more indirect work aimed at cultivating caring, positive relationships which will boost student confidence and promote academic achievement.

### MAIN DUTIES/RESPONSIBILITIES:

- Act as a positive role model. Positive role models serve as an example. Positive role models show passion and possess an ability to inspire. Positive role models have a clear set of values, show commitment to community, are selfless, and accepting of others. Finally, good role models can demonstrate the ability to overcome obstacles.
- Assist students in math, reading, writing, and other literacy-based skills, in cooperation with the teaching staff.
- Engage students in intentional relationship-building activities.
- Maintain student confidentiality.
- Wear an Inspiring Minds name badge, document impacts in GivePulse and sign in and out in the volunteer binder.

### ORIENTATION AND TRAINING OPPORTUNITIES

- Participation in the New Volunteer Orientation is required.
- Optional trainings include: Deep Dive Literacy, Deep Dive Math, Coffee Hours, Quarterly workshops in related topics.

### SKILLS & EXPERIENCE

#### Qualifications:

- Enrolled in an institute of higher education and awarded federal work study.

#### Experience:

- No experience required.

Student Name: \_\_\_\_\_ Date \_\_\_\_\_

Student Signature: \_\_\_\_\_