



Volunteer Job Description

Job Title: Tutor – Math/Science	Length of Term: 12 weeks
Department: Skills Training	Time Commitment: 2-3 hrs/week
Reports to: Trades Training Program Facilitator	Time of Day: Evenings

Purpose of the Position:

The Trades Training program is a full-time 5 month pre-apprenticeship program for immigrants and aboriginals interested in pursuing a career in the Trades. The program provides 12 weeks of upgrading (Math, Science and Life Skills), technical training at SAIT, safety/first aid certification and a work placement. Tutors work one-on-one with participants of Trades Training program to assist them in learning material taught in their Math, Science, and Life Skills courses and to prepare for their pre-apprenticeship exam.

Duties/Responsibilities

- Work one-on-one with a participant
- Build a relationship with the participant
- Meet with the instructor at the beginning of the program and then as required to discuss the participant's needs or to obtain additional resources
- Break down course material or provide examples to help the participant learn the material
- Initiate conversations that promote vocabulary/terminology learning, particularly as it relates to the workforce (names of tools, materials, processes, safety issues, etc.)
- Meet with the participant once per week throughout duration of the training program (12 weeks)
- Record each tutoring session on the forms provided

Skills, Experience, Qualifications

- Previous experience tutoring, coaching, teaching or ESL instruction
- Previous experience working with multi-cultural and/or highly barriered participants
- Fluent in English
- A clean police record

Personality Traits and Qualities Desired

- Genuine interest in helping others to achieve their full potential
- Compassionate and empathic
- Creative, enthusiastic and demonstrate initiative
- Punctual and reliable
- Strong communication skills
- Strong interpersonal skills
- Respectful of differences

Benefits

- Develop your teaching and tutoring skills
- Develop your leadership skills
- Support the development of an educated workforce in Calgary
- Opportunity to help another build new skills
- Opportunity to help another make a career transition into the trades
- Participate in Volunteer appreciation events and professional development events

Orientation, Training & Support

- Orientation to Momentum lead by the Volunteer Coordinator
- Orientation to Tutoring lead by the Trades Intake Facilitator
- Volunteer Handbook and organization documents
- Momentum staff are available for additional support

NOTE: This job description is not intended to be all-inclusive. Volunteer may perform other related duties as negotiated to meet the ongoing needs of the organization.

If you are interested in this volunteer opportunity please complete the Volunteer Information Form. For more information please contact Chelsea Detheridge at 403-204-2696 or chelsead@momentum.org