



3400 Paseo Blvd. Kansas City, Missouri 64109
(816) 561-0114, School (816) 561-1218, fax

VOLUNTEER POSITION DESCRIPTION

Title of Position: Tutors

Goal of the Position:

To provide academic support to students who need remedial help in Reading and Mathematics and to help students to develop relationships with adult role models.

Activities:

1. Reading (one-on-one)
2. Reading Skill Games
3. Mathematics Skill Building Games
4. Self-esteem building activities

Worksite: Lee A. Tolbert Community Academy (see address above)

Qualifications:

1. Must be able to read and write
2. Must be patient, caring and able to work with children
3. Must pass the background check by the Missouri Highway patrol

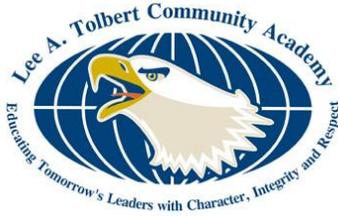
Benefits:

1. Opportunity to network with community people
2. Enhancement of people skills

For Further Information:

Contact: _____

Home Telephone: _____ Office Telephone: _____



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CAN VOLUNTEERS BE FIRED?

YES. Although most of us would be more comfortable with the term “redirected.” The idea that volunteers are free to do a job or not do it, as they please, simply because they are not paid for their works is detrimental to our people and our programs.

Accountability is essential for any well-run, effective organization. Schools are no different.

In extreme cases, entire programs can fall apart and many people be hurt because the responsible leader did not want to confront the problem. This is not fair to the offending volunteer, any more than it is to the school program as a whole.

Obviously, prevention is the best solution. When our volunteer programs are proficiently managed, careful placement is a top priority. If a problem does occur, thoughtful dialogue and a mutual plan to correct the situation are often all that is needed. When such steps fail, we have no recourse except to talk honestly with the volunteer and suggest other areas of service.

There is always the danger that the person will take offense and leave the program. Nobody likes to see that happen. There is a place of service for everyone. But remember, we cannot control another's response.

Sometimes the most loving thing we can do is interrupt destructive behavior and give the volunteer time off for a Sabbatical. There is a volunteer job for every person who truly wants to volunteer. By carefully matching people to projects, we provide an environment where everyone succeeds.