

Fresno READS

Job Description

Tutor/Mentors will tutor elementary grade students in reading and/or math. Their primary job is to promote an effective, supportive, and encouraging learning environment that will support the development of reading and/or math skills in their tutees. Under the Site Supervisor, and Fresno READS Coordinator, tutors will work with school age youth in regular sessions and/or after-school programs at a local Fresno-area school or nonprofit agency.

Tutors will be required to:

- ✓ Set regular, scheduled days and times to meet with their tutees. Generally these sessions will take place Monday through Friday between 8 a.m. and 5 p.m. Tutor's school and work schedules must allow for tutoring within these hours - at a minimum of two-hour blocks.
- ✓ Tutors are asked to make a year-long commitment.
- ✓ Tutors will be required to attend a Tutor Training class and scheduled monthly meetings. Tutors will be paid for all meetings and receive course credit for the class. The Tutor Training class will be held on Thursday, from 6:00pm-7:50pm, during the fall and spring semester.
- ✓ Maintain a professional appearance and conduct at all times; attend trainings; keep all scheduled tutoring appointments; keep records of student work; report on tutoring activities, tutee progress and concerns; and conduct evaluations as needed.

Tutors must have excellent oral and written English skills; the ability to work with young children; a positive supportive and encouraging attitude; and be highly dependable. Tutors may need transportation to the tutoring locations.

Eligible students will earn a minimum of \$10.00 per hour through the Financial Aid Work Study program. To apply, visit The Jan & Bud Richter Center for Community Engagement & Service Learning at Fresno State, Thomas Administration Building, Room 107, or call Shawna M Bonaime at 559-278-7007 for more information.

Fresno READS

Application Information

Thank you for your interest in a tutoring position with Fresno READS. The following information will be extremely helpful to you as you complete your application and proceed through the hiring process.

Once you have obtained and carefully completed your Fresno READS application, please return it to our office by mailing or hand delivering it to:

Shawna M Bonaime
Fresno READS Coordinator
5241 North Maple Avenue, M/S TA120
Fresno, CA 93740-8027

(Office location in the Thomas Administration Building, Room 107)

Once you have submitted an application, the following will be occurring over the next several weeks:

1. In mid-August, we will provide the Site Supervisors with applications that meet their scheduling needs. Please do not expect to hear anything regarding your application until mid-August.
2. Site Supervisors will review the applications and call those individuals they wish to interview.
3. After the interview, Site Supervisors will decide whom they will hire and will inform you of their decision.

If you are hired, it is imperative that you:

1. Call the Fresno READS Coordinator at (559) 278-7007 and leave your full name (spell if leaving a voice mail message), student ID number, phone number and the site that has hired you.
2. As soon as possible, visit our office in the Thomas Administration Building, Room 107 for a complete hiring packet. **There are several steps you must take before you can begin working. These steps are detailed in the hiring packet and must be completed before beginning any Fresno READS work.**

Please note that all tutors will be required to attend an orientation and weekly meetings. Details of these paid meetings and classes will be provided when you pick up your hiring packet.

Should you have any questions, please call Shawna M Bonaime, the Fresno READS Coordinator, at 559-278-7007.

FRESNO READING ENRICHMENT AND ACADEMIC DEVELOPMENT THROUGH SERVICE

Instructions:

1. Before completing this application, be sure you are available for a three-unit course on Thursdays from 6-7:50pm.
 2. Type or print clearly in blue or black ink. Incomplete applications will not be considered.
 3. Attach your Financial Aid Summary for the 2011-2012 academic year (Go to www.my.csufresno.edu> Click on Student Self Service> Click on Student Center> Scroll down to View Financial Aid > Click on 2011)
 4. Attach a résumé, if available.
 5. Return the completed application to Jan & Bud Richter Center, 5241 N Maple Ave. Thomas Administration Building Rm. 107, Fresno, CA. 93740-8027
- Direct any questions to Shawna M Bonaime at 559-278-7007 or 559-278-7079.

Date / /		First Name		Middle Name		Last Name	
Student ID #		Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No		Cell Phone () -		Home Phone () -	
Mailing Address				City		State	Zip Code
Primary Email				Secondary Email			
Summer Contact Information (if different from above)							
Home Phone () -		Mailing Address		City		State	Zip Code
Have you ever been convicted of a criminal offense other than a minor traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", please attach a sheet specifying the nature of the violation, the name and address of the court, and the disposition of the charge.							
Language(s) spoken, other than English							
Class Level (beginning Fall 2011) <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Postgraduate						GPA: .	Units Enrolled:
Major(s), Minor(s), Certificate(s)							
Previous Work/Volunteer Experience, beginning with the most recent. Please attach an additional sheet if necessary.							
Employer		Supervisor		Position		Period Employed (MM/YY) / - /	
Mailing Address		City		State	Zip Code		Phone () -
Duties							
Reason for Leaving							
Employer		Supervisor		Position		Period Employed (MM/YY) / - /	
Mailing Address		City		State	Zip Code		Phone () -
Duties							
Reason for Leaving							
Employer		Supervisor		Position		Period Employed (MM/YY) / - /	
Mailing Address		City		State	Zip Code		Phone () -
Duties							
Reason for Leaving							
Do you have transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Do you prefer to work at a certain grade level? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes": <input type="checkbox"/> Kindergarten <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Fifth <input type="checkbox"/> Sixth							
Do you prefer to work at a certain site? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes": Morning Sites (8am-2pm): <input type="checkbox"/> Vinland Elementary <input type="checkbox"/> Wolters Elementary <input type="checkbox"/> Lowell Elementary After school Sites (2pm-5pm): <input type="checkbox"/> Wolters Elementary <input type="checkbox"/> Vinland Elementary							

Hours you are AVAILABLE to tutor

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/> 8:00 – 9:00am	<input type="checkbox"/> 8:00 – 9:00am	<input type="checkbox"/> 8:00 – 9:00am	<input type="checkbox"/> 8:00 – 9:00am	<input type="checkbox"/> 8:00 – 9:00am
<input type="checkbox"/> 9:00 – 10:00am	<input type="checkbox"/> 9:00 – 10:00am	<input type="checkbox"/> 9:00 – 10:00am	<input type="checkbox"/> 9:00 – 10:00am	<input type="checkbox"/> 9:00 – 10:00am
<input type="checkbox"/> 10:00 – 11:00am	<input type="checkbox"/> 10:00 – 11:00am	<input type="checkbox"/> 10:00 – 11:00am	<input type="checkbox"/> 10:00 – 11:00am	<input type="checkbox"/> 10:00 – 11:00am
<input type="checkbox"/> 11:00am – Noon	<input type="checkbox"/> 11:00am – Noon	<input type="checkbox"/> 11:00am – Noon	<input type="checkbox"/> 11:00am – Noon	<input type="checkbox"/> 11:00am – Noon
<input type="checkbox"/> Noon – 1:00pm	<input type="checkbox"/> Noon – 1:00pm	<input type="checkbox"/> Noon – 1:00pm	<input type="checkbox"/> Noon – 1:00pm	<input type="checkbox"/> Noon – 1:00pm
<input type="checkbox"/> 1:00 – 2:00pm	<input type="checkbox"/> 1:00 – 2:00pm	<input type="checkbox"/> 1:00 – 2:00pm	<input type="checkbox"/> 1:00 – 2:00pm	<input type="checkbox"/> 1:00 – 2:00pm
<input type="checkbox"/> 2:00 – 3:00pm	<input type="checkbox"/> 2:00 – 3:00pm	<input type="checkbox"/> 2:00 – 3:00pm	<input type="checkbox"/> 2:00 – 3:00pm	<input type="checkbox"/> 2:00 – 3:00pm
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<input type="checkbox"/> 4:00 – 5:00pm	<input type="checkbox"/> 4:00 – 5:00pm	<input type="checkbox"/> 4:00 – 5:00pm	<input type="checkbox"/> 4:00 – 5:00pm	<input type="checkbox"/> 4:00 – 5:00pm

How did you hear about Fresno READS? Please mark all that apply.

- Flier on campus
- Bulldogjobs.com
- Information Fair (Dog Days, Community Service Opportunities, Summer Bridge)
- Letter from President Welty
- Other _____

Why are you interested in becoming a Fresno READS tutor?

What are the skills and/or experiences that you possess which will help you be an effective tutor?

I certify that the information supplied in this application is correct, and I agree to abide by the policies of Fresno READS if I am hired as a tutor.

_____/_____/_____
 Signature of Applicant Date

Work Study Eligible	Allotment	Site Sent to	Date Sent	Response
<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	<input type="checkbox"/> Wolters <input type="checkbox"/> Vinland <input type="checkbox"/> Lowell	/ /	<input type="checkbox"/> Accepted <input type="checkbox"/> Deferred
Site Sent to		Date Sent	Response	Hired
<input type="checkbox"/> Wolters <input type="checkbox"/> Vinland <input type="checkbox"/> Lowell		/ /	<input type="checkbox"/> Accepted <input type="checkbox"/> Deferred	/ / at
Comments				