

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 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. Tutor will be paid for all meetings and receive course credit for the class. The Tutor Training class will be held on Thursday, from 5:20-6:50 pm, during the fall semester. Monthly meetings will be held on Thursdays, from 5:20-6:50 pm. All classes and meetings will be on campus.
- ✓ 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, but all sites are within 5 minutes driving distance from the Fresno State Campus via automobile.

Eligible students will earn a minimum of \$9.00 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 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:

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- to late-August, we will provide the Site Supervisors at Wolters Elementary, Vinland Elementary, Stone Soup and the SMILE Center with applications that meet their scheduling needs. Please do not expect to hear anything regarding your application until late August.
2. Site Coordinators will review the applications and call those individuals they wish to interview.
3. After the interview, Site Coordinators will decide who 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 monthly meetings. All new Fresno READS tutors must also attend the tutor training class. Details of these paid meetings and classes will be provided when you pick up your hiring packet.

Should you have any questions, please call 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 5:20pm-6:50pm, and monthly meetings on Thursdays from 5:20pm-6:50pm.
2. Type or print clearly in blue or black ink. Incomplete applications will not be considered.
3. Attach your Financial Aid Summary for the 2010-2011 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 2010)
4. Attach a resumé, if available.
5. Return the completed application to Thomas Administration Building, 107 or mail it to Fresno READS, 5241 North Maple Avenue M/S TA120, Fresno, California 93740-8027.

Direct any questions to the Fresno READS Coordinator 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 2010) <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) / - / Phone () -
Mailing Address		City	State Zip Code
Duties			
Reason for Leaving			
Employer	Supervisor	Position	Period Employed (MM/YY) / - / Phone () -
Mailing Address		City	State Zip Code
Duties			
Reason for Leaving			
Employer	Supervisor	Position	Period Employed (MM/YY) / - / Phone () -
Mailing Address		City	State Zip Code
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 After school Sites (2pm-5pm): <input type="checkbox"/> SNAP After School Program-Wolters Elementary <input type="checkbox"/> Stone Soup Fresno <input type="checkbox"/> SMILE Center			

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
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<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

Office Use Only				
Work Study Eligible <input type="checkbox"/> Yes <input type="checkbox"/> No	Allotment \$	Site Sent to <input type="checkbox"/> Wolters <input type="checkbox"/> Vinland <input type="checkbox"/> Stone Soup <input type="checkbox"/> SMILE Center	Date Sent / /	Response <input type="checkbox"/> Accepted <input type="checkbox"/> Deferred
Site Sent to <input type="checkbox"/> Wolters <input type="checkbox"/> Vinland <input type="checkbox"/> Stone Soup <input type="checkbox"/> SMILE Center	Date Sent / /	Response <input type="checkbox"/> Accepted <input type="checkbox"/> Deferred	Hired / / at	
Comments				