



strengthening families, schools & communities for children

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Compass Community College Collaborative Tutor Job Description and Agreement

Thank you for volunteering your time to be a tutor to a woman in the CCCC program. We are looking forward to providing you with the tools you need to be a successful tutor.

As a volunteer Tutor, I agree to the following guidelines. I will:

1. Attend an orientation/training program scheduled by the CCCC Tutoring Program.
2. Provide one hour of tutoring to my assigned Tutee one time a week for one hour, for four weeks. After four weeks there will be a review with the CCCC tutoring supervisor(s). Tutoring may be extended in four week increments with the agreement of all involved.
3. Work with my Tutee's CCCC Coach to arrange an initial meeting place and time. The Tutee's Coach may participate in the initial meeting and will help determine what material will be covered.
4. Make sure that materials needed are on hand.
5. Provide way(s) for the Tutee to contact me (phone, email).
6. Work with my Tutee to determine future meeting times and places; and contact my Tutee if the arranged meeting(s) can not be kept.
7. Keep all information about participants confidential in keeping with the CCCC confidentiality policies.
8. Refer Tutee to their coach and work in conjunction with the Tutee's Coach around any issue or concern not directly related to tutoring.
9. Immediately report any tutor or Tutee safety concerns to the CCCC Tutoring Program.
10. Be patient, respectful, and supportive. Stay on topic! Remember that my goal is to provide educational support.

I understand that the CCCC Tutor Program staff are available to assist me at any time.

Tutor (*Print*): _____

Tutor (*Signature*): _____

Date: _____