



Position Title: Virtual Tutor- Children and Young Adult Services

Number of Positions Available: 1-2

•K-5 Tutor •6-12 Tutor

Purpose: Enhance the academic support available to children and families involved through Cleveland Sight Center Children and Young Adult Services (CYAS).

Location: Predetermined Virtual Platform (e.g. Zoom, Microsoft Teams, Google Hangouts).

Key Responsibilities:

- Work with CYAS and identified families/students to determine desired academic support for elementary age children (grades k-5 or 6-12). Gain a clear understanding of your role in supporting established academic goals, including but not limited to designing a tutoring plan and being aware of any accessibility preparations that will support successful sessions.
- Create a regular tutoring schedule according to student availability. Serve as the facilitator of each session, logging on 10-15 minutes early and coming prepared for the days' activities. Communicate any action items or scheduling notes to parents and students ahead of time. Note any scheduling changes with CYAS and CSC's Volunteer Team.
- Establish a supportive, safe, friendly and encouraging academic environment. Follow the instructions of the manager of the program.
- Maintain on-going positive communications. Provide regular updates to the CYAS team, documenting student progress and participation.
- Access to and maintenance of reliable technology.
- Related responsibilities as assigned.

Qualifications:

- Understanding of and belief in Cleveland Sight Center Mission. Interest in working with and aptitude for serving children of varying abilities, grades k-5 or 6-12.
- Computer skills including use of internet, file storage and management, and proficiency in virtual platform technology. Ability to learn and utilize educational tools/platforms as needed. Proficiency in Microsoft Office programs.
- Passion for helping others and promoting a positive learning environment. Commitment to the success of students.
- Excellent interpersonal, professional and communication skills. Ability to demonstrate professionalism and build rapport.
- Ability to be responsive via email, responding to e-mail communications within a week's time.
- An understanding of and appreciation for diverse populations.
- Ability to work autonomously and as a member of a team.
- Willingness to consider feedback provided by leadership. Respect for directions of CSC staff at all times
- Previous training, instructing or teaching experience or experience working with children in a volunteer or employment setting or as a camp counselor preferred. Position would be a positive fit for those pursuing education/special education, vision rehabilitation therapy, orientation and mobility, occupational or physical therapy, psychology or medicine. Would also be a positive fit for a retired teacher.

- Minimum of High School Diploma required. College coursework or degree in elementary education is preferred.
- Successful completion of a background investigation.
- Complete mandatory Cleveland Sight Center Volunteer Orientation.

Commitment:

2-3 hours weekly-

- Weekly tutoring session (~1-2 weekly). Scheduled during mutually agreed upon time.
- Weekly Prep & Regular communications (~30 minutes- 1 hour weekly).

Age Requirement: 18+

Dress Code: Casual

Training:

- Volunteer Orientation at Cleveland Sight Center.
- CYAS training: Strategies for supporting academic needs of blind and low vision population in a virtual environment.