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A large photograph showing a top-down view of many hands of various skin tones stacked together in a circle, symbolizing unity and teamwork. A white rectangular border is drawn around the center of the hands.

volunteer



## Global FC, Inc. Tutor Role Description



### Global FC

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## Global FC Tutor Volunteer Description, Qualifications & Expectations

**Volunteer Title:** Tutor

**Reports to:**

Brianna Shores (Director of Tutoring)

Ella Munthali (Administrator)

**Organization Overview:**

Primary focus- Youth development, Family Engagement and Community Building

**Global FC exists** to bridge diverse cultures to come together, forming just communities where all are free to be fully-known and fully-loved in pursuit of their God-given purpose and potential.

**Mission:** We use soccer as a vehicle for transformative impact, supporting under-served youth and families with the tools to overcome obstacles to success; nurturing their talents and passions by providing resources, opportunities, and relationships towards a brighter future.

**Primary activities:** Sports programming, health and wellness education, academic assistance, counseling, mentorship, civic engagement, cultural exchange and family support initiatives.

The standards of operation are built around the three pillars of ***Sports, Faith and Future:***

**Sports:** The highest level of training will be provided by qualified coaches and trainers who are particularly sensitive to the needs of youth.

**Faith:** Organization's core values and strategies will be operated on ethical principles which come from an underlying Christian Faith. All involved in the programs will operate under a code of conduct which aspires to the highest level of morals, integrity and compassion for the diverse ways we all live in the world.

**Future:** Each youth in the program will be given maximum opportunity to develop their life-plan which will include; opportunity in sports, monitoring of education, goal-setting, and post-academy support.

**Volunteer Overview:**

Global FC Tutoring services support refugee youth to overcome academic and social obstacles during a critical time of transition. Global FC tutors build strong and stable relationships with refugee youth to support their success in school through English proficiency. The primary role for tutors at each of the Global FC after-school program locations is to work one-on-one or with small groups of refugee students to ensure: homework is accurate and complete, increase their vocabulary and basic math skills, review class materials, offer additional culturally and linguistically appropriate learning activities, build effective study habits, and prepare them for upcoming tests. Creating a bond in the tutoring process is key to fostering the relationship between tutor and student. Our tutoring services are relationship based, promoting a education mentor model.



### Global FC Tutoring Core Values

- **A holistic approach to education:** Inspiring critical thinking, creative self-expression, and a love for learning through academic tutoring and enrichment activities.
- **Reciprocity:** Building strong relationships, fostering bidirectional learning, and promoting cross-cultural understanding.
- **Asset-based approach:** Drawing on the existing strengths of the North East refugee community and its local institutions.
- **Empowerment through literacy:** Enabling refugees to access resources and advocate for themselves and their communities through English proficiency.

### TUTOR APPLICATION 7 STEP SCREENING PROCESS

- Submit Volunteer Agreement form and government ID to Ella Munthali: ella@branch-global.com
- Complete an interview with Global FC staff in person or via phone.
- Criminal Background
- Attend the Global FC Volunteer Workshop Session **\*\*You MUST attend a workshop session in order to be considered for a tutoring position.\*\***
- Tutor Training
- Matching Process
- Family and School Visit

The decision to accept an applicant into the program will be based upon a final assessment done by program staff at the completion of the volunteer screening procedure. The program coordinator has final approval for an applicant's acceptance into the program. No reason will be provided to tutor applicants rejected from participation in the program.

### MATCHING

We work with new volunteers to find the best match between the volunteer tutors and youth participants. The program director accompanies the volunteers on their first visits to meet the youth family in order to ensure that both parties feel comfortable with the pairing. Global FC matches are based on shared interests, personality, and, if it is important to the volunteer, cultural background. Various factors are determined to ensure a successful match.

### ROLES

- **Tutor**
- **Positive role model:** Demonstrating exemplary behavior and offering values that will increase chances for success and self sufficiency.
- **Facilitator:** Work with teachers and counselors within the school district to provide supplemental academic assistance, attend school meetings to interpret or act on behalf of parents of youth enrolled. Family engagement is a key component which encourages parents to stay active in the process.
- **Communicates** with Program Director for tutoring strategies, goals, issues and evaluations.



## **QUALIFICATIONS**

- Willing spirit
- Consistency- We need committed, dedicated volunteers who can come to our programs regularly during the school year!
- Flexible
- Patient
- Openness and appreciation of diversity.
- Interest in learning about resettlement and refugee issues, including ethnic backgrounds of clients.
- Must be in high school or above.
- Attend a tutor orientation session prior to beginning service.
- Modify and develop your tutoring skills to meet individual tutee needs and to adjust to the learning styles of your students
- Able to commit to volunteering at least one day per week for the duration of a semester.
- Commitment to working with youth and English language learners.

## **ELIGIBILITY POLICY**

### Mentor Eligibility Requirements:

- Be at least 16 years of age
- Be willing to adhere to all Global FC Tutoring Program policies and procedures
- Agree to a 30 session commitment to the program
- Commit to spending a minimum of seven hours a month with the student/mentee
- Be willing to communicate with the student/mentee weekly
- Complete the screening procedure
- Agree to attend mentor trainings as required
- Agree to attend monthly tutor meetings
- Be willing to communicate regularly with the program director and submit monthly tracking logs and activity information
- Have access to an automobile or reliable transportation
- Have a current driver's license, auto insurance, and good driving record
- Have a clean criminal history
- Have never been accused, arrested, charged, or convicted of child abuse or molestation
- Not be a convicted felon. If the applicant has been convicted of a felony then they may be considered only after a period of seven years with demonstrated good behavior and an appropriate and corrective attitude regarding past behaviors.
- Not be a user of illicit drugs
- Not use alcohol or controlled substances in an excessive or inappropriate manner.
- Not be currently in treatment for substance abuse. If a substance abuse problem has occurred in the past the applicant must have completed a non-addictive period of at least five years.
- Not have falsified information during the course of the screening process.





## TRAINING AND SUPPORT

*Volunteer Workshop* coordinated by Mariya D Goodbrake and Cheryl Mark. Crisis management, trauma healing, family engagement, understanding the resettlement journey and cultural/ religious understandings are key components to the training. \*This workshop is mandatory for all Global FC volunteers.

*Tutor Training:* To ensure effective tutoring sessions, volunteers participate in a training session, and attend additional trainings throughout the semester. These trainings aim to give volunteers the tools they need as tutors and culturally sensitive community members to teach literacy skills and work with refugee and families.

*Monthly Meeting:* A month meeting, including all Global FC tutors will be coordinated and led by Director of Training, *Brianna Shores*. Purpose: To receive feedback from tutors, answer any questions, bring any ongoing issues to the table, to exchange experiences and stories, continued education and training purposes.

*Staff Assistance / Guidance:* The staff supervisor will provide ongoing supervision and be available for consultation.

*Group Meetings:* Tutors will meet as a group to discuss issues as well as receive training on pertinent topics to support and educate them.

Thank you for your willingness to support our efforts by volunteering as Tutor. Your role is crucial to our success. This is not an easy role to take on, but rather one that requires a high level of patience, flexibility and a passion for youth development. We thank you for your time, passion and commitment. Please don't hesitate to contact Brianna Shores or Ella Munthali if you have any questions or concerns.

Welcome to the team!

## POINTS OF CONTACT

PROGRAM MANAGEMENT TEAM			
Name	Title	Email	Telephone
Mariya D Goodbrake	Executive Director	mariya@branch-global.com	816.456.1528
Ella Munthali	Administrative Director	elle@branch-global.com	913.200.6251
Brianna Shores	Director of Tutoring	brianna@branch-global.com	913.302.0823

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