



House of Hope – Adult Tutor Volunteer Service Description

Job Title:	HOH Adult Tutor
Reports To:	House of Hope Staff
Written By:	Director of Volunteer Services
Position Summary:	Tutors are needed to provide instruction primarily in math (algebra and geometry) and assist residents in acquiring their high school graduation equivalency diplomas (G.E.D.). Tutor Times: Monday – Friday 10:00 AM to 12:00 Noon 2:00 PM to 4:00 PM
Date:	3-31-08

Volunteer Service Responsibilities and Duties

1. Provides educational instruction in algebra and geometry to adult women of various ages living in the House of Hope.
2. Provides companionship and leadership to women.
3. Assist women in acquiring their high school G.E.D.
4. Encourage women to exercise good study habits and scholastic discipline.
5. Provides and maintains a clean, safe environment for women.

Job Skills & Requirements

1. Christ-centered behavior, treating children, mothers, and staff with dignity, respect, compassion and integrity at all times.
2. Willingness to take instruction from the House of Hope Staff.
3. Proven record of being prompt, reliable, and committed.
4. Ability to serve and work with women on different emotional levels and to discern when women are experiencing a difficult day.
5. Ability to teach high-school level algebra and geometry, and assist with other subjects that may be required to attain G.E.D.
6. Regular involvement in a local Bible-believing church.
7. Willingness to commit to ministry for at least three months.
8. Live Scan printing (fingerprinting) is required.

Dress

Casual, comfortable attire.