

TRUANCY PREVENTION PROGRAM
VOLUNTEER POSITION DESCRIPTION: SITE COORDINATOR

Purpose:

- To serve as liaison for school personnel and the Truancy Judge, mentors and tutors
- To ensure that all TPP Team members complete assigned tasks
- To coordinate resources

Expectations:

- Attend Volunteer orientation and pre-service basic training
- Participate in all discussions and in-service training
- Participate in other Truancy Prevention Program (TPP) related events (for e.g. pizza parties, graduation)
- In-school session observation (prior to starting if possible, observe sessions and meet school staff and other TPP Team members)
- Remain committed to 10 weekly in-school sessions per semester

Place of Work and Hours: Truancy meetings are held once (1x) a week in participating Montgomery County public middle schools. TPP meetings are scheduled during school hours between 8:30 am – 3:00 pm. The duration of each meeting is approximately 2 hours. Other coordination tasks (phone call follow up, report writing, email communication) will be done at volunteer's own time outside of the school.

Duties:

- Organize files, student records, attendance records, and teacher reports
- Participate in meetings with students (10 weekly meetings per semester)
- Responsible for note taking and action plans
- Communicates before and after each session via e-mail to send notes and logistical information and follow up as may be necessary (with TPP Team - Judge, school staff, School Resource Officers, Pupil Personnel Worker and parents).

Qualifications:

- Must be at least 18 years of age
- Able to communicate clearly, both orally and in writing
- Able to demonstrate mature judgment, has a high degree of responsibility, and has sufficient time to perform all duties outlined above
- Able to relate with adult team members while also comfortable with middle school age students and parents of different cultures, ethnic backgrounds, and socioeconomic status
- Competent with word processing and email communication

Benefits:

- Opportunity to work closely with the Montgomery County State's Attorney's Office
- Opportunity to be part of a web of support for the children in the program and their families
- Opportunity to improve organizational and interpersonal skills
- Opportunity to make a difference in the life of a child
- Increased understanding of the scope and consequences of school attendance related issues and how the Truancy Prevention Program has proven to be effective
- Participation in meaningful collaborative problem-solving effort

TRUANCY PREVENTION PROGRAM
VOLUNTEER POSITION DESCRIPTION: MENTOR

Purpose:

- To work closely with middle school students in Montgomery County, developing bonds of trust and providing consistent support, guidance, motivation, and help as appropriate
- Identifies student needs, interests and goals and to use information gathered at mentoring sessions for follow up, resource coordination, and to assist judge, coordinator and program

Expectations:

- Attend Volunteer orientation and pre-service basic training
- Participate in all discussions and in-service training
- Participate in other Truancy Prevention Program (TPP) events (pizza party, graduation)
- In-school session observation (prior to starting if possible, observe sessions and meet school staff and other TPP Team members)
- Remain committed to 10 weekly in-school sessions per semester

Place of Work and Hours: Mentoring sessions, as part of the Truancy meetings are held once (1x) a week in participating Montgomery County public middle schools. TPP meetings are scheduled during school hours between 8:30 am–3:00 pm. The duration of each meeting is approximately 2 hours. Other tasks such as phone call follow up, report writing, etc., will be done at volunteer's own time outside of the school.

Duties:

- Mentor students (i.e. listen, guide, observe, be a trusted advisor) to support Team's effort in addressing issues relating to attendance and academic performance
- Talk to students individually about their personal challenges, goal setting, interaction with peers, decision making skills, and family matters that could be affecting attendance
- Communicates after each session via e-mail to send mentoring notes and follow up with Judge, Site Coordinator and parents as necessary

Qualifications:

- At least 18 years of age but individuals with life experience preferred
- Desire to help students achieve personal and academic goals
- Experience working with youth, especially in helping them learn, avoid problems, set goals and seize opportunities - is preferred, but not required
- Caring, committed, ability to suggest options and alternatives to handle difficult situations
- Ability to communicate with middle school age children without judgement or prejudice
- Ability to expose students to new ideas, perspectives and values
- Listening skills and patience

Benefits:

- Opportunity to work closely with the Montgomery County State's Attorney's Office
- Opportunity to be part of a web of support for the program's children and their families
- Opportunity to inspire and make a difference in the life of a child
- Increased understanding of the scope and consequences of school attendance related issues and how the Truancy Prevention Program has proven to be effective
- Participation in meaningful collaborative problem-solving effort

TRUANCY PREVENTION PROGRAM
VOLUNTEER POSITION DESCRIPTION: TUTOR

Purpose:

- Assists middle school age children to acquire basic skills and meet identified goals in **math and/or reading/literacy**, either one-on-one or in small group settings
- Assists students with completion of homework so that the students can come to school better prepared and confident
- Seeks to understand the problems that may cause a student to have difficulty learning and encourages them to respond to areas of difficulty

Expectations:

- Attend Volunteer orientation, pre-service basic tutor training
- Participate in all discussions and in-service training
- Participate in other Truancy Prevention Program related events (e.g. pizza parties, graduation)
- In-school session observation (prior to starting if possible, observe sessions and meet school staff and other TPP Team members)
- Remain committed to 10 weekly in-school sessions per semester

Place of Work and Hours: Tutoring is held separately from the truancy meetings, they are scheduled between 3:30–4:30 pm, once (1x) a week for 10 weeks. Other tasks such as report writing, if any or when necessary, will be done at volunteer's own time outside of the school.

Duties:

- Provide encouragement and support by helping student develop confidence and positive attitude toward learning by affirming their thinking and progress in the lesson
- Select materials and approaches that are suitable to the student's skill level and needs
- Assist student in completing assignments and other school work while imparting good study habits, organizational and decision making skills that affect the learning process
- Contribute to TPP Team effort by communicating with teacher, counselor or other team members on student progress – when necessary, or when instructed by Truancy Judge

Qualifications:

- Must be at least 18 years of age
- While teaching/tutoring experience is preferred but not required, competency in middle school level Math and/or English/Literacy is required
- Desire to help students achieve academic goals, and the ability to communicate with children without judgement or prejudice
- Patient, friendly, and optimistic

Benefits:

- Opportunity to be part of a web of support for the students in the program and their families, and participate in meaningful collaborative effort and problem solving
- Opportunity to help improve students' grades and consequently improve their confidence and attendance, making a lifetime of difference
- Increased understanding of the scope and consequences of school attendance related issues and how the Truancy Prevention Program has proven to be effective