

Our Children-Our Future Volunteer Tutoring Program

Description

This Memphis City Schools program is a one-on-one volunteer tutoring effort designed to help raise students' academic achievement in reading and mathematics. Implemented in thirty-four of the district's "high priority" schools, this program serves students in kindergarten through the twelfth grade. A training program, materials, and grade-specific activities are provided for volunteers who work with students on a weekly basis to help them reach grade level in reading and mathematics.

Under the Division of Policy, Legislation, and Community Relations, the *Our Children-Our Future* tutoring program, serves as a vital part of the MCS Volunteer Services Department. Memphis City Schools is the largest public school system in the state of Tennessee and the 21st largest school system in the nation. MCS serves more than 119,000 students among 191 schools in grades K-12.

Potential Projects

- Assist in the development of a volunteer recruitment plan and help recruit volunteers
- Assist in the preparation of recruitment letters and articles for local publications
- Assist with preparation for volunteer tutor-training sessions
- Help organize the holiday gift bags for the students participating in the tutoring program (Assist with calls to local vendors for donations and organize group of volunteers to help stuff the gift bags)
- Assist with data entry of volunteer and student information

Time Commitment

10-12 hours per week (Flexible Hours)

Skills Needed

- Excellent oral and written communication skills are needed for this position
- Candidate must be well organized
- Good computer skills
- Ability to think creatively to achieve goals
- Marketing/Public Relations skills helpful

Contact:

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