



# ALLSET LEARNING

Optimize Your Potential

## Learning Support Volunteer

AllSet Learning is looking for responsible, motivated and friendly volunteers to lead elementary students at our *Learning and Homework Support Program* in Central Richmond. Our *Learning and Homework Support Program* is dedicated to help elementary students, grades 4 through 7, improve their grades by assisting with their homework assignments and providing additional resources to improve English vocabulary, reading, writing, listening and mathematic skills.

We want to achieve a 1:1 student to volunteer ratio. Volunteers will work with the students for a total of 1.5 hours, starting at 4:00pm. After students leave the program at 5:30PM, volunteers and the head coordinator will conclude with a debriefing session of up to 30 minutes. During the debriefing, we will discuss and make detailed records of each student's progress and talk about ways to improve the program to further support our students' learning.

**Positions Available:** 10

**Commitment:** September 6<sup>th</sup>, 2017 to June 27<sup>th</sup>, 2018

**Volunteer Time:** Every Wednesday from 4:00pm to 6:00pm

### Responsibilities

- Arrive in a timely manner to every session before students arrive at 4:00pm
- Support designated student(s) with completing their homework assignments and projects
- Upon completion of homework assignments, volunteers will support student's learning of additional educational materials
  - Additional educational materials (vocabulary, books, reading, writing, listening, mathematics) will be provided by AllSet Learning
- In the last 10 to 15 minutes of the session, volunteers may provide fun and educational group activities to students with good behaviour who have completed their homework assignments and educational materials
- Observe and take notes of learning progress and areas of improvement of designated student(s)
- Volunteers who have been selected to be part of the program must attend an orientation workshop prior to the start of the program

## Qualifications

- Must be in Grade 10, 11, or 12
- Responsible, organized and detail-oriented
- Self-motivated and able to work independently
- Friendly and sociable
- Patient and easy-going
- Excellent written and oral communication skills in English
- Most recent report card grades are required for review
- Experience working with children is preferred but not required

## Benefits

- Volunteers will receive a letter of recommendation written by the Director of AllSet Learning, Emily Chang, UBC Sauder School of Business Alumni for university applications and job applications
- Fulfills volunteer experience required by university applications personal profile
- Volunteers are eligible to sign up for AllSet Learning Business Immersion Programs with a 50% discount
- Volunteers will receive an exclusive two-hour university application support workshop held by a resume, cover letter and interview coach

Note: Volunteers must arrive at all Learning and Homework Support Programs on time in order to receive any benefits listed above

## How to Apply

All applications must be e-mailed to Emily Chang, the head coordinator, at [Emily@AllSetLearning.ca](mailto:Emily@AllSetLearning.ca). In the e-mail, follow the format below.

1. State your full name, grade, school, phone number, and e-mail that you want to be reached at.
2. Answer the following questions:
  - What motivates you?
  - What is your greatest strength and weakness? Explain why for both.
3. Attach a copy of your latest report card in the e-mail.