



VOLUNTEER HANDBOOK

East Harlem Tutorial Program 2009-2010





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EAST HARLEM TUTORIAL PROGRAM

What is East Harlem Tutorial Program?

The East Harlem Tutorial Program, or EHTP for short, is a free after school program run by an exceptional staff and nearly 200 volunteers. We offer East Harlem youth comprehensive academic and social enhancing activities, including reading, math, science, one-to-one tutoring, and arts and culture courses. EHTP's programs take place during both the school calendar year and summer.

In addition to youth-based programs, EHTP also offers a variety of family services, including ESL (English as a second language)/Family Literacy classes and social counseling. Together these programs provide a solid foundation for youth and families to succeed.

REQUIREMENTS

Upon completing an initial orientation and completing an application, volunteer tutors are required to submit the following documentation:

- TB skin test
- Background check, for volunteers 18+
- Fingerprinting
- State Clearance

*Reference letter – for high school students

It is imperative that all volunteers understand and agree to uphold the guidelines established by EHTP. We all work together so we may provide volunteers and participants a safe and positive learning environment.

STATE CLEARANCE

State Central Register Form

The form will be required for all applicants for employment or volunteer work (18 years or older) involving custodial supervision of a minor(s). This form is intended to screen applicants pursuant to Section 424-a, of the Social Service Law. It further enables the New York State Office of Children and Family Services to identify with the greatest degree of certainty whether or not the person being cleared is the subject of an indicated child abuse or maltreatment report. The use of this information in a discriminatory manner is contrary to Human Rights Law.

NYS/Office of Children and Family Services (OCFS)/Fingerprinting

The fingerprinting process must be completed by all applicants for employment or volunteer work (18 years or older). You will be fingerprinted on site by a trained staff member. Your fingerprints will be sent to Office of Children and Family for processing. Upon receipt of the criminal history report you can officially begin your employment at with EHTP, provided there is no criminal convictions or sexual offenses reported.



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VOLUNTEER OPPORTUNITIES – 2009-2010

Volunteer tutors commit to 1 ½ to 2 hour sessions each week, from September to June. Volunteer tutors choose from 1 of the weekly sessions. Sessions are available weekday afternoons and evenings, Monday through Thursday and Saturday morning.

- **1 on 1 Tutoring**
- **Homework Help**
- **Art Program**
- **Dance Program**

ESL Program
High School Program
Music Program
Robotics Program

*Tutoring Schedule → K-2 Sat 10-11:30 3rd Wed 6:30-8pm 4th Tues 6:30-8pm 5th Mon 6:30- 8pm 6th-8th Group Tutoring 9th-12th M-TH 6:30-8:00pm

DESCRIPTION OF EHTP PROGRAMS AND SERVICES

1 on 1 Tutoring

Tutoring a child 1 on 1, with homework and Project Based Learning activities. The time commitment is an hour and a half weekly for a week night session (6:30pm-8pm), or a Saturday session (10am-11:30am). *Day of week is determined by grade of student.

Homework Help

Working with groups of 2-3 students on their daily assignments. The time commitment is 2 hours a week, for an afternoon session (3-6pm)

Art Program

Working with staff to create and implement art projects for youth. The time commitment is 4:00pm-6pm, once a week.

Dance Program

Volunteers must have a background in dance. You must be working on a dance major or have experience teaching children in Latin Dance, ballroom, Hip Hop, Break dancing, Jazz, or creative movement. The Time commitment is 2 hours a week (Monday, Tuesday or Thursday 6:30pm—8:30pm, or Saturday 10:00- 12pm)

ESL Program

Assist in teaching immediate, practical and useful English. The time commitment is 2 hours a week, 12:00pm — 2:00pm, Tuesday or Thursday.

Family Literacy Programming

Springing from a direct need voiced by the parents themselves, this service began this year with our first-ever ESL classes. We were thrilled to have advanced 26 parents from the first session.



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High School Program

Tutoring in 5 academic core subjects (Math, English, Science, History, Foreign Language: Spanish, French) The time commitment is 1 hour, once a week, between 6:30 pm-8:00pm)

Music Program

Music classes focus on music basics, music appreciation and choral activities. Opportunities for Developing and Implementing Curriculum available. Excellent opportunity for young aspiring teachers and music professionals. The time commitment is 2 hours, once a week, between 4:00pm-8:30pm)

Model UN

The MUN club engages in an authentic simulation of the United Nations General Assembly system by learning about the UN system, the skills of debate, compromise, conflict resolution and negotiation. MUN team members have fun learning about the workings of world diplomacy through the lens of current events.

The program promotes student interest in international relations and related subjects, increases the capacity for students to engage in problem solving, teaches aspects of conflict resolution, research skills, and communication skills, and creates the opportunity to meet fellow participants from all over the world at conferences.

Robotics Program

Enjoy working with young adults in the areas of Math, Science, Movement, Technology & Design. The time commitment is at least 3 hours a week (evenings or weekends) from October 2009 -June 2010.

Recreation and Sports

These activities include basketball, table tennis and supervised park visits.

EHTP University

East Harlem University offers high-school students the opportunity to work with licensed teachers so that they can prepare for Regent exams and improve their chances to accumulate credits. Working hand in hand with staff members, they will identify college or career options and fulfill the necessary requirements to become competitive applicants for their school or career of choice. EHU also provides an off-site "boot camp" for 30 rising high-school freshmen and sophomores.

Summer Camp – **contingent upon funding*

Our Summer Camp takes place during the months of July and August. It lasts six weeks and totals 175 participants. The EHTP's Summer Camp operates as an exciting arts-based, literacy-infused learning experience for children ranging from 5 to 12 years old, seeking to ensure that gains made during the year are not lost.



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VOLUNTEER ROLES AND RESPONSIBILITIES

- They serve as role models by demonstrating commitment, responsibility, preparedness, punctuality, and other essential skills for children and youth.
- To encourage participants to examine their interests, priorities and goals, and to take ownership of their education.
- Engage tutees in writing exercises, weekly journal assignments, and participate in art activities with their tutee. Volunteer tutors seek guidance and support from the Literacy Coach, EHTP staff and other volunteer tutors.

VOLUNTEER POLICIES AND PROCEDURES

Tutoring Outside the Building

All tutoring takes place on-site at EHTP. Volunteer tutors are not to leave the building with participants. Tutoring may not take place off-site due to sickness, injury or inconvenience. To this end, EHTP cannot assume responsibility or be held liable should any accidents or incident occur.

ID cards

Volunteer tutors will receive an ID card from EHTP during the first tutoring session. Volunteers must use the ID card to scan in and out of the building.

Attendance Policy

Recent program evaluations demonstrate that more tutoring sessions result in greater academic success. Therefore, good attendance equals positive results. Recognizing that goal achievement is linked to attendance, we encourage all volunteers to have consistent attendance with their tutees. If you miss more than three consecutive tutoring sessions your tutee will be re-matched with another volunteer. We ask the same commitment from our tutees.

Lateness and Absenteeism

The consistent commitment of all volunteer tutors is important. It is also important that volunteers be on time and present to tutors the participants. In the event that a volunteer tutor is unable to attend a session, s/he must call the office at (212) 831-0650 and speak to someone in the Volunteer Management office. When possible, we encourage volunteer tutors to reschedule their session.



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Rules of Conduct

Common sense, good judgment, and appropriate personal behavior are part of the essential responsibilities of every volunteer tutor at EHTP. Serious infractions (such as possession or use of drugs or alcohol, or falsification of information to the State Central Register Clearance and/or Statement of Application to work with Minors form) will result in immediate discharge. Other less serious infractions are subject to investigation and may result in disciplinary action up to and including discharge.

Proper Interaction with Participants

All volunteers are expected to interact with children and youth with an increased sense of propriety and decorum. Volunteer tutors also serve as mentors and role models, it is imperative that any and all interactions with children and youth reflect the highest degree of ethical and professional behavior.

Sexual Abuse / Molestation / Harassment

The sexual abuse, molestation, harassment of any participant, volunteer tutor, and/or staff member is unacceptable conduct and is not tolerated by EHTP. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature should be reported immediately to the Executive Director for investigation. Anyone engaging in sexual harassment is subject to appropriate action, which may include counseling and/or disciplinary action up to and including report to legal authorities and discharge.

Personal Property

EHTP is not liable for the theft, loss, and/or damage of any personal item(s) or property. In the event of theft, the incident will be reported to the 23rd Police Precinct.

Reporting Accidents and Incidents

Should any accidents or incidents occur in which a volunteer tutor is involved or witness, s/he is required to report the situation to EHTP staff immediately. The volunteer tutor will assist in the completion of a NYC Department of Health report form, which is required in reporting accidents and incidents, such as theft, physical abuse, missing child or injury. All reports should be shared with the Executive Director and the Director of Programs within 24 hours of the event.

EXIT POLICY

If for any reason, a volunteer tutor is unable to honor his/her commitment to EHTP as a volunteer tutor, it is requested that h/she notify the Volunteer Management Department.



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RESOURCES TO BUILD A SUCCESSFUL TUTORING SESSION

HOW TO STRUCTURE A TUTORING SESSION

As a volunteer tutor, you have the opportunity to plan each session with the Literacy Coach and the tutee, based on his/her abilities, needs and interests.

- **Ask your tutee about his/her homework and school projects.**
Your tutee may have an assignment or project with which he/she needs assistance.
- **Find out which trainings are being offered**
Each month, EHTP staff provides trainings for volunteer tutors. A complete listing of the training sessions are listed on the agency website.
- **Use the resources available at EHTP**
From the reading room up to the computer center, volunteer tutors can find activities for almost any area imaginable! Ask the Literacy Coach for materials that you need.
- **Begin each session with a plan, and write it in your Tutor/Tutee Activity Form**
It is a great experience for the participant to be involved in the planning session. It conveys the sense of value we place on their ideas and input. Often, especially with younger participants, they feel engaged and are enthusiastic about planning their own form.
- **Refer to the participants Individual Student Plan (ISP)**
Look at his/her goals and objectives, and pick one or two on which to focus. The ways in which you lend attention to the objectives are limitless. Incorporate your and your participants' experiences and interests.

CHILD AND YOUTH DEVELOPMENT

When working with children and youth, here are a few things to keep in mind...

Growth and Development Follow Predictable Patterns

There are patterns in physical maturation, language acquisition, social behavior and cognition. Each stage is defined by certain changes in growth patterns and ways of approaching the world that seems to be relatively universal.

Growth is Deeply Influence by Culture

No two children, families or communities are the same. While young people may go through predictable stages, they will not go through them at the same rate. Normal differences in the development can span two chronological years. Racial and cultural differences also influence development.



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Development and Intelligence do not Proceed at the Same Rate

A very bright youngster can mature slowly in physical and social development. A child who struggles with academics may be a strong communicator. Intelligence in music, mechanical ability or the arts may move ahead of more traditional 'academic intelligence' in common school learning. Development and intelligence do not necessarily exist in direct relationship to one another.

CULTURAL COMPETENCY

Culture is more than ethnicity. It also includes, among other things, lifestyle, social norms and values, communication style and response to authority. All volunteer tutors should be sensitive to cultural similarities and differences that may exist between themselves and their participants.

As people of color, the participants are subject to many negative images and stereotypes of their culture. Without support, participants may internalize them. With support, however, these images and stereotypes can be countered:

A volunteer tutor can:

- Share information about his/her own culture with his/her participant.
- Express interest in the culture and background of his/her participant.
- Make an effort to learn about the history and culture of his/her participant.
- Use resources that offer positive images of people of color.
- Offer positive and contemporary information about the culture of the participant.
- Be receptive to the interest of the participant.
- Be careful about using stereotypical phrases or language about different cultures.

(Source: Big Brothers Big Sisters of NYC)