



## Volunteer Position Description

**Position Title:** After-School Tutoring Volunteer

**Position Description:** CVHC is looking for volunteers to serve program participants, as tutors, mentors, activity leaders, and much more. Volunteers have the opportunity to share their time and talents with program participants by helping them with homework, school projects, and/ or engage them in recreational activities. Volunteers are able to gain valuable experiences and impact the lives of many program participants.

**Requirements:**

- Complete a volunteer application available online at [www.cvhc.org](http://www.cvhc.org), or at our main office.
- Dress code-Volunteers should be well-groomed, appropriately dressed, and maintain professional conduct/language.
- Required criminal background check for the safety of program participants.
- Attend a Volunteer Orientation Session
- Complete a Volunteer Waiver Form; volunteers under the age of 18 years must turn in a Parent Waiver Form.
- Volunteers under the age of 18 are required to get a letter of recommendation from a teacher or staff.
- Ability to work with youth and maintain professional conduct/language during the programs.

**Hours:** According to volunteer availability.

**Reports to:** Resident Services Coordinator; Community Relations Coordinator

**Start Date:** Resident Services programs operate Monday to Friday on school calendar and are not open during holidays.

**To apply:** Email application to: [melissa.garcia@cvhc.org](mailto:melissa.garcia@cvhc.org)

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