

## **Omega CDC 21<sup>st</sup> Century Grant Volunteers**

**REPORTS TO:** 21<sup>st</sup> Century Program Director

### **ESSENTIAL QUALITIES**

**Omega CDC requires the following qualities of each 21<sup>st</sup> Century volunteer:**

- Past experiences and actions reflect a commitment to the Omega CDC mission and core values.
- Demonstrates a sense of urgency and relentless pursuit of significant student achievement in a high need, urban environment.
- Reflective, self-aware and adaptable to others' communication and work styles.
- Critical thinker and problem solver who takes initiative.
- Belief in the power of collaboration and strives to build a collaborative culture with Omega CDC community, staff, families, students, Dayton Public Schools employees, and other partners.

### **ESSENTIAL FUNCTIONS**

**The Omega CDC 21<sup>st</sup> Century volunteers are responsible for providing support, tutoring, and/or enrichment to students attending the 21<sup>st</sup> Century programs located at the Fairview School site. The essential functions are:**

#### **I. PROGRAM IMPLEMENTATION**

- Aids students on a one-to-one or small group basis providing mentoring, tutoring, or help with youth development or recreational activities.
- Assists in the execution of lesson plans, focusing on a specific activity, e.g. art, sports, etc.
- Attends required orientation and ongoing training.
- Responds to direction by teacher to provide support or encouragement to youth.
- Offers mentoring to students and serves as a positive role model.
- Engages students in games, art activities, and youth development activities under direction of staff or contracted partners.
- Assists with cafeteria monitoring and timely reporting of Youth to the next activity.
- Provide additional support to children with disabilities, if required.
- Helps staff ensure the safe arrival and departure of students from one program activity to another.
- Participates in evening family engagement activities.
- Maintains friendly but professional relationship with students, parents/family members and staff.
- Participates in program evaluation and continuous quality improvement activities.
- Performs clerical support, calls parents, or assists with documentation as needed.
- Completes other duties as assigned.

#### **Qualifications:**

- Sixteen years of age or older—college students, adults, and older volunteers are preferred, and

- Are seeking learning experiences in education, social work, counseling or psychology are desired as volunteers, OR
- Are professional educators, social workers, counselors or psychologist and are seeking a volunteer opportunity to give back to the community, OR
- Are interest in children and willing to assist with the program.
- Each volunteer must: 1) sign non-guilty and non-conviction forms and 2) pass a FBI and BCI background check.