

**VOCAL AmeriCorps  
Literacy Volunteers of Illinois  
Jump Start Tutor  
Member Position Description**

**Background**

Jump Start is a volunteer-based program that focuses on recruiting individuals to serve as tutors/mentors for delinquent youth. It is a joint venture of the Literacy Volunteers of Illinois and School District #428 of the Illinois Department of Juvenile Justice.

**Function**

Under the day-to-day supervision of School District staff and the general direction and overall supervision of LVI staff provides one-to-one and/or small group tutoring to youth at IYC-Chicago.

**Representative tasks:**

- serves as a one-to-one and/or small group tutor;
- conducts basic skills and literacy assessments for students, as requested;
- plans lessons tailored to student's goals and interests.;
- maintains reports on students tutored, including materials used, lessons reviewed, progress made, challenges encountered, plans for following lessons, and time spent in tutoring and preparing;
- prepares and submits monthly summaries of above reports to LVI staff;
- submits quarterly VOCAL program reports;
- prepares and submits other reports as requested by IYC-Chicago or LVI staff;
- participates in Days of Service and other activities as noted in the Member Agreement;
- participates in initial and in-service tutor training;
- performs other tasks as requested or required.

**Qualifications**

- Good oral, written and interpersonal communication skills.
- Two years of college; degree preferred
- Experience in non-profits or education a plus
- Volunteer experience required
- Flexibility and a strong sense of team spirit.
- Commitment to service and making a difference in the community and lives of others.

Additional requirements: Must submit to a background check and agree to be drug tested, as per Illinois Department of Juvenile Justice regulations.

Signature \_\_\_\_\_

Date \_\_\_\_\_