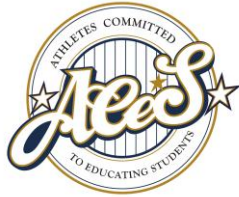


ACES Tutor/Mentor Position

Job Title Tutor/Mentor	Number of Openings 150
Work Schedule Tutor/Mentors are asked to commit to volunteering at one of the ACES after-school sites one or more days per week, between Monday and Thursday, for approximately 2.5-3 hours per day. Times vary depending on the after-school site, but generally fall between 2:30pm and 6:00pm. Tutor/Mentors are also required to attend an initial training session before they begin volunteering.	
Experience/Education Requirements A qualified candidate should have excellent interpersonal skills and be comfortable working with youth. Experience working with inner-city students is preferred but not required. Spanish or Hmong language proficiency is a plus.	
Job Duties Position Purpose: Tutor/Mentors will be positive role-models in an after-school tutoring/mentoring program for inner-city youth. Tutor/Mentors will take an active role in improving the academic progress of inner-city students by working directly with youth (one-on-one, or in small groups) and assisting ACES staff in the facilitation of standards-based activities focused on reading, writing, math, art, science and physical education. The after-school program will run from October to May. Major Responsibilities: <ul style="list-style-type: none">▪ Attend initial orientation/training.▪ Attend all scheduled after-school program sessions on the day(s) agreed upon. This is critical in developing positive, trusting relationships with ACES students. If an absence is unavoidable, it is the responsibility of the tutor/mentor to give the staff as much notice as possible.▪ Work with students on homework assignments and curriculum activities, which are designed to improve academic skills, as well as problem solving and critical thinking skills.▪ Take an active role in enforcing student attendance and behavior.▪ Provide constant feedback to ACES staff about student progress or any concerns that arise.	
Contact Anna Wienke, Volunteer and Special Events Coordinator	Phone Numbers and E-Mail 612.331.3454 (o) 612.382.5654(c) annawienke@aces4kids.org
Organization ACES	
Address Administrative Office: 1115 East Hennepin Avenue Minneapolis, MN 55414 <i>Program sites are in Minneapolis and St. Paul.</i>	



Volunteer Tutor/Mentor Application

Contact Information

First Name	Last Name	Middle Initial
Permanent Address		
City	State	Zip Code
Phone <input type="checkbox"/> cell <input type="checkbox"/> home	Phone <input type="checkbox"/> cell <input type="checkbox"/> home	
E-mail Address		
Emergency Contact (name, relation, phone)		

Current Address (if different)		
City	State	Zip Code

How did you hear about the ACES?

List any previous experience involving children/youth:

List any talents/interests you would like to utilize as a volunteer (i.e. art, math, yoga, coaching soccer, etc.):

Please let us know if you speak a second language - _____ basic conversational fluent

Availability

Tutor/Mentor volunteers are required to attend the same ACES after-school tutoring site on the same day(s) each week. Please circle all tutoring times that you have available to volunteer and indicate your order of preference for each time. Whenever possible, ACES will try to accommodate your first choice.

School	Monday	Tuesday	Wednesday	Thursday
Green Central (Minneapolis)	2:15 – 4:45	-----	2:15 – 4:45	-----
Olson (Minneapolis)	-----	4:00 – 6:00	-----	4:00 – 6:00
Maxfield Elementary (St. Paul)	-----	3:15 – 5:45	-----	3:15 – 5:45
Monroe Arts Plus (St. Paul)	3:15 – 5:45	3:15 – 5:45	3:15 – 5:45	3:15 – 5:45

(Please complete other side)



Transportation

Tutor/Mentor volunteers are responsible for their transportation to and from the ACES after-school program site. Please answer the following questions so that ACES may better assist you in finding reliable transportation.

I will arrive at the ACES program site via: Bus Car Carpool Walk

I am willing to use my car for a possible carpool with other volunteers. Yes No N/A

Academic Information

Are you a Page Education Foundation scholarship recipient? Yes No

If you are currently a student, please list the school you attend, your current year of attendance, and any majors or minors that you are pursuing.

School Name	Year (Fr. So. Jr. or Sr.)
Major(s)	Minor(s)

If you are students currently enrolled in a class offering or requiring a service-learning component, also complete the following:

Class Name	Hourly Requirement
Professor Name	Professor Phone
Professor E-mail	

Personal Survey

The box below is optional, but would be very helpful for record-keeping purposes. Responses will not affect applicant's eligibility for available positions. Individual privacy is respected.

Sex:	<input type="radio"/> Male <input type="radio"/> Female
Age:	<input type="radio"/> Under 18 <input type="radio"/> 18 <input type="radio"/> 19 <input type="radio"/> 20 <input type="radio"/> 21 <input type="radio"/> 22 <input type="radio"/> 23 <input type="radio"/> 24 <input type="radio"/> 25 <input type="radio"/> 26 <input type="radio"/> 27 <input type="radio"/> 28 <input type="radio"/> 29 <input type="radio"/> 30 – 39 <input type="radio"/> 40 – 49 <input type="radio"/> 50 or over
Ethnicity:	<input type="radio"/> African American <input type="radio"/> Asian/Pacific Islander <input type="radio"/> Latino/Latina <input type="radio"/> African <input type="radio"/> Native American <input type="radio"/> Caucasian <input type="radio"/> Other

Signature

I certify to the best of my ability that the information provided on this application is true. I understand that false information given on this application or during the accompanying interview may eliminate me from consideration for the Tutor/Mentor position. I understand that ACES completes criminal background checks on all volunteers applying for the Tutor/Mentor position. I further agree that, upon joining ACES as a volunteer, I will abide by the rules and expectations of the ACES program.

_____ **Date**

_____ **Signature**

