



County of Sonoma
Volunteer Program



Human Resources Department
Training Division
575 Administration Dr., Suite 117C, Santa Rosa, CA 95403
(707) 565-2821 Fax: (707) 565-3079

JOB DESCRIPTION

Office Use Only Dept. Code: 4440tu(v)	Recruitment Requested: YES <input type="checkbox"/> NO <input type="checkbox"/> Pre-Screening Requested: YES <input type="checkbox"/> NO <input type="checkbox"/>	Date: 10/2/85 Updated: 6/29/07
Job Title: Tutor	Number of Positions: 10	
Department: Probation	Division: Juvenile	
Program: Sierra Youth Center	Address of Position: 538 Eliza Way, SR 95409	
PURPOSE		
Brief description of department or division/program: Residential placement for 20 delinquent boys and girls who are wards of the Court. Program emphasizes work with family problems, communication and development of education skills.		
JOB DESCRIPTION		
Specific tasks and responsibilities of the volunteer: Volunteer tutors residents in math, English, writing, and/or spelling. Under direction of staff and teacher, individual plans are developed for each resident to meet her/his educational needs. Tutoring is always done one-on-one during homework hours (6 - 7 p.m., Mon. - Fri.).		
QUALIFICATIONS		
Required skills, abilities, education levels, or other qualifications necessary for the job: Well qualified to tutor both high school level math and English and/or writing. Ability to work with adolescents. Desire to give to kids in need. Must be at least 21 years of age.		
TIME COMMITMENT		
Number of hours per week: 1 or more		
Set required schedule: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, list hours/days per week: Between 6 - 7 p.m., Mon. - Fri.		
Special Project <input type="checkbox"/> Ongoing Position <input checked="" type="checkbox"/> For projects, estimated # of hours and date of completion:		
Minimum length of commitment needed from volunteer: Negotiable. Changes must be communicated to kids and supervisor.		

BENEFITS TO VOLUNTEER

Specific training and/or experience the volunteer will receive: Rules and regulations of institution, orientation, familiarization with manual, staff, residents.

ADDITIONAL JOB REQUIREMENTS

- Confidentiality:
- Background check: Unless licensed teachers
- Dress codes:
- Valid CA driver's license and auto insurance. Photocopy for file:
- Physical Requirements:
- Other:

Will worker be driving a County car? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	How Often?
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Will worker be required to use own vehicle? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	How Often?
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Will worker operate any other machinery? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	If so, what?
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Supervisor's Name: Maria Lopez	Phone: 537-6306
	Voice Mail:

Supervisor's Title: Juvenile Correction Counselor	Email:
	Fax:

FOR RISK MANAGEMENT USE ONLY

Has position been previously approved for WC? YES [] NO []

[] Reviewed and Approved	Comments:
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[] Denied	Reason:
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Risk Management Signature: Original Signed 10/23/85	Date of Signature:
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