



DOING THE MOST GOOD

**ARK OF LEARNING**  
The Salvation Army of Indiana, PA  
635 Water Street  
Indiana, PA  
724.465.2350



Dear Tutors,

Welcome to the Salvation Army Ark of Learning Educational Enrichment program. This is an important opportunity to make a positive difference in a child's life. Through your guidance you will help students improve in school, make new friends, and gain a sense of self-worth. You can be proud to say that with your influence a child will experience success in the years to come.

The emphasis of the program will be on reading, math and homework tutoring, with enrichment opportunities. We will be working with a rotating schedule so that all students get individual attention. We also provide dinner, in which you are invited to enjoy a nutritious meal with the students. Your assistance is always appreciated with music and art enrichment activities and lessons concerning character building topics. As you can see, we need YOU!

YOU can come for all or part of the ARK program; however children benefit most from consistency. We have sessions Tuesday, Wednesday, and Thursday nights from 3:00pm to 7:00pm. Tutors are matched to students attending the same nights that they are in attendance. You can sign up for the days and activities in which you would like to participate by contacting me at the Salvation Army.

It is very important that if you sign up you try not to miss any days, as your student(s) will come to look forward to your time together! We also have a Remind.com account that will send out emergency and reminder texts. You will be required to sign up for that program as it is crucial in our communication with one another as a team. It is available in your volunteer application so be sure to sign up asap.

If you have any questions or concerns please do not hesitate to call 724-465-2530, ext. 14.

Thank You,

*Ashley N. Clouser, M. Ed.*

Ashley N. Clouser, M. Ed.  
Director, Ark of Learning Program



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## ***Tutor Responsibilities***

- Greet Your Student(s) and Help Them Get Settled:
  - Sign your name on the tutor sign in/out sheet
  - Make sure your student has signed in to the student sign in/out sheet
  - Identify homework that needs to be completed
  - Put book bags and coats in designated areas
- Tutor Session
  - Help the student complete homework
  - If the student is done with homework, choose a reading or math activity to complete
  - Record students' progress on any available documents
  - Keep the student in your care until the session is complete
  - Complete the tutoring session survey
- Additional Responsibilities
  - Help other students when your student is absent
  - Help other students when you are done with your tutoring session
  - Make sure that supplies are cleaned up and put away when you are finished
- Helping with Volunteer Responsibilities When Needed
  - Cooking/Clean up from meal times
  - Plan an art/music lesson
  - Plan a math/reading center activity
  - Assist with other group activities
- Tutor Rules
  - Tutors should refrain from using cell phones during tutoring sessions
  - Tutors are required to maintain student confidentiality
  - Attire should be tasteful/appropriate for working with children in a Christian based learning center
  - Professional conduct is expected at ALL times!



## Tutor Updated Availability/Information Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency contact: \_\_\_\_\_

What times are you available to tutor/volunteer?

	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>
<b>3-4pm</b>			
<b>4-5pm</b>			
<b>5-6pm</b>			
<b>6-7 pm</b>			

*Check all possible time slots.*

Additional Notes: