



LEAP Organization

Leadership, Enlightenment, Achievement, Perseverance
Outreach, Responsibility, and Growth

1860 Wilma Rudolph Blvd
Clarksville, TN 37040
www.leaporg.net
931-378-0500
931-274-0929 (Fax)

Title: Volunteer Tutor

Reports to: Programs Manager

Qualifications:

- High School Diploma or higher
- If still enrolled in High School then Strong GPA (preferably 3.0 or higher)
- Excellent communication skills
- Ability to work with students one-on-one and in small groups
- Available to work at least 3 hours per week during the academic year.

Responsibilities:

- Provide academic support during assigned hours
- Research or recommend textbooks, software, equipment, or other learning materials to complement tutoring.
- Prepare and facilitate tutoring workshops, collaborative projects, or academic support sessions for small groups of students.
- Participate in training and development sessions to improve tutoring practices or learn new tutoring techniques.
- Organize tutoring environment to promote productivity and learning.
- Review class material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments.
- Provide feedback to students using positive reinforcement techniques to encourage, motivate, or build confidence in students.