



ONGOING VOLUNTEER POSITION DESCRIPTION: TUTOR OR CLASSROOM AID

Volunteers are paired with an educator who has requested volunteer support. Ongoing volunteers build the educator's capacity and support high-quality education for all students in Oakland!

The Oakland Public Education Fund partners with the Oakland Unified School District to provide volunteer support to educators in all Oakland public schools. We also clear parent/guardian volunteers, host one-time volunteers, and engage groups of volunteers on behalf of the Oakland Unified School District. [Learn more!](#)

POSITION DESCRIPTION

We seek caring, talented, observant, patient, and communicative community members who can easily adapt to a busy environment and changing circumstances to volunteer in Oakland schools. Interested volunteers need energy and enthusiasm to support student learning and make a positive impact on school culture and student success. We also offer administrative volunteer opportunities to support the front office or library staff.

LOCATION:

- We match volunteers to educators who have requested specific volunteer support for their classroom.
- We can accommodate any local or educator preference an applicant may have.

REPORTING AND SUPERVISION:

- Once the volunteer is matched with an educator, the educator is the primary point of contact and will delegate volunteer activities as needed.
- The volunteer remains accountable to the Oakland Ed Fund to ensure that all liability requirements are met, to support with additional training, and to help facilitate communication if needed.

TIME COMMITMENT:

- A minimum of one hour once a week for one school year during school hours (9:00 am - 2:30 pm) is required. We prefer a longer time commitment weekly if possible. Alternative situations may be accommodated on a case by case basis.

POSITION AUTHORITY:

- Volunteers may not make any decisions on behalf of students, educators, or school staff. Volunteers must defer to the educator's authority and may contact the Oakland Ed Fund staff with any concerns that they have.

KEY RESPONSIBILITIES AND ACTIVITIES

Volunteers may be asked to tutor students in specific subject areas, support English language learners (ELL), support students with projects or assignments as specified by the educator (student group size 1 - 5), help prepare materials for class, assist staff in the office, or provide library support. Placements match unique skill sets and preferred subject, grade level, and location. We ask volunteers to approach their volunteering with flexibility because schools are dynamic environments with many moving pieces.

QUALIFICATIONS

- Applicants need a high school diploma or equivalent (General Education Development GED).
- Applicants must pass a live scan criminal background check from the FBI and DOJ.
- Applicants must submit proof that they are negative for Tuberculosis.

REQUIREMENTS

Once a volunteer application has been approved, the applicant will receive detailed information about these steps. Here is a quick overview:

1. Register online: www.oaklandfund.org/community-volunteers/
2. Attend an orientation session (*Invitations are sent once the application is approved*)
3. Submit negative Tuberculosis clearance
4. Submit fingerprints for a live scan background check
5. Submit a photo for the volunteer ID badge
6. Sign our liability waiver (*We will send this once we receive the fingerprinting results*)
7. Receive the volunteer ID badge in the mail
8. Complete volunteer placement to school site and educator partner.

BENEFITS

This volunteer position is an excellent opportunity for people looking to support equitable access to high-quality education, who are passionate about working with students to empower their learning, and who want to support teachers to do their greatest work!

- We offer optional training sessions that provide tools and resources in elementary school literacy and math as well as middle school literacy and math.
- The educator partner can sign off on volunteer hours for a secondary education program.

APPLY ONLINE TODAY!

www.oaklandfund.org/community-volunteers/

QUESTIONS? Contact the Oakland School Volunteers team at the Oakland Public Education Fund:

osv@oaklandfund.org (preferred), (510) 221 - 6968 X 709



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