

Volunteer Homework Helper

**Volunteer Position Description:** In the refugee families we serve at Catholic Charities Fort Wayne-South Bend, children find themselves with a unique set of needs. Between moving to a new country and house, starting at a new school, and learning a new language there are major challenges that they face. Thankfully, a Volunteer Homework Helper can serve as a critical resource for these children. By assisting children with their homework and answering school-related questions, volunteers in this position can make a positive change in the lives of children we serve.

**Key Responsibilities:**

* Under the supervision of the Catholic Charities staff—the Volunteer Coordinator and Case Manager—the volunteer is to assist children with their educational needs.
* Volunteer will meet regularly with clients to assist them with daily homework responsibilities.
* Volunteer will maintain a hand-in-hand partnership and consistent communication with the client’s Case Manager.
* Volunteer is expected to maintain cultural competency while serving our clients.

**Impact:** By serving in this role, a Homework Helper will be an advocate for children’s short- and long-term educational success. They will fuel Catholic Charities’ mission to serve all those in need as Christ calls us to do and greatly impact the life of a refugee or refugee family through service.

**Training:** After general volunteer orientation, the volunteer will be assigned a client(s) and will be instructed by the client’s Case Manager to meet client needs.

**Support:** The Volunteer Coordinator and the client’s Case Manager will be the primary Catholic Charities staff members to support the volunteer. Communication methods will be set up between the staff and volunteer.

**Commitment:** We prefer that the volunteer meets with the client daily, weekly, or biweekly to maintain consistent learning. However, scheduling is flexible based on client and volunteer availability. The volunteer is responsible for their own transportation to and from the location(s) of service.