



## Job Description for Volunteers

Go to [www.aimhigh.org](http://www.aimhigh.org) to apply online

Questions? Call 415-551-2320 or email [apply-to-teach@aimhigh.org](mailto:apply-to-teach@aimhigh.org)

### Position Description

The position of Volunteer is a unique opportunity for high school 9<sup>th</sup> and 10<sup>th</sup> graders to develop teaching skills and experience by working directly with middle school students under the supervision of professional teachers. Volunteers may also be older adults who wish to work at an Aim High site for the summer, without compensation. Volunteers duties and responsibilities vary by site. Volunteers primarily assist Site Directors with a variety of tasks throughout the summer. High school aged volunteers often provide a valuable link between the adult teachers and the students. At Aim High, the opinions and viewpoints of Volunteers are valued in the teaching community. This is a five-week position with the possibility of some Volunteer hours the week before the program at some sites. Please check the website for this summer's dates.

### Duties and Responsibilities

- Volunteers work closely with Site Directors in the daily administrative duties of the program. This may involve helping with attendance, correcting homework, updating data in the online database, and a variety of other duties.
- Volunteers must be professional and dress appropriately in order to model responsible behavior to Aim High students.
- Volunteers must arrive on time and adhere to all behavioral rules of their site.
- Volunteers may not date Aim High students during the course of the program.

### Qualifications

- Responsible, positive role model, diligent and conscientious, good communication skills.
- Aim High graduates are encouraged to apply.

### Compensation, Dates and Hours

- Volunteers will NOT receive a stipend for the summer. Volunteer positions may be part time or full time depending on the needs of the site. The program hours are 7:45am to 3:30pm, Monday through Friday.