# **Tutor**

**Time Commitment:**  8 weeks (minimum). Start date: Rolling

**Hours/week:** 1-2 hours per week based on student and tutor schedule **Reports to:**  Tutor Coordinator, Education Program Manager

**Location:**  Determined by Tutor & Student. ARDC is located in South Tel Aviv.

**\*Please note all ARDC internship positions are UNPAID. We do not provide accommodation, travel or health insurance**

**Organization and Program Background:** The African Refugee Development Center is a grassroots, community-based non-profit organization that was founded in 2004 by African asylum-seekers and Israelis in order to protect, assist, and empower asylum-seekers in Israel. It has evolved over time to fit the ever-changing needs of the community, from its start as a shelter when asylum-seekers began arriving, to legal aid and rights empowerment, to language courses, and now, our biggest program is the Higher Education and Economic Inclusion program.

The purpose of the Education & economic inclusion program is to provide African refugees and asylum seekers access to opportunities to acquire educational, personal and professional skills and knowledge, which will help contribute to their social and economic development, and the ability to live life in line with their aspirations. Through the provision of support and guidance, outreach, grants and scholarships, non-accredited and accredited courses, The ARDC aims to widen and facilitate access to education. This creates a path for upward social and economic mobility and enables the process of integration and inclusion in the labor market.

In particular, the ARDC supports refugee and asylum seeker adults by providing access to educational programs, either through programs run at ARDC or educational institutions. Our programs including Language Courses, Pre-Academic Courses (such as GED & TOEFL), Individual assistance applying to university or other institutions/scholarships, professional development workshops & assistance, and skills-based courses (such as coding).

We also support students through the ARDC Tutoring Program, which is a key aspect of ARDC’s Education Program. To date, ARDC supports more than 100 students per week to meet with volunteer tutors in various subjects, such as English, Hebrew, music, maths, science, and more.

**Scope of Position:** Tutors are responsible for weekly lessons with their matched students. Time and location are flexible and based on the tutor and student. The Tutor Coordinator will facilitate the match and the first meeting. Afterwards it is the tutor’s responsibility to maintain communication with the student, and to keep the tutoring coordinator updated. ARDC provides all tutors with a shared google drive folder with resources (such as online resources etc), that each of the tutors are also able to update and use with their students. We also request that all tutors complete our short *Tutoring Update google form* each week (approx 1-2 minutes to complete) in order to ensure ARDC can best support both students and tutors.

**Main Responsibilities:**

* Prepare weekly lesson plans in the appropriate subject.
* Conduct monitoring and evaluation and check in with the Tutor Coordinator bi-monthly
* Maintain communication with student and Tutor Coordinator

**Skills, Knowledge, Abilities:**

* Comfortable working with refugees and asylum seekers from a variety of backgrounds, including those with limited formal education and/or literacy skills
* Fluent English is mandatory, Hebrew is an advantage
* Ability to adapt to changing situations, comfortable working in a fast-paced, demanding environment
* Ability to work both independently and as part of a team
* Responsible, flexible, and dedicated

**Please complete this** [**Volunteer Form**](https://docs.google.com/forms/d/e/1FAIpQLSdMyv8xQhcUGMTOjG-5sU0lo0RvM47DwI4TMljd564d70oukQ/viewform)**, including your resume. For questions, please email info@ardc-israel.org**