

## **H.U.G. Tutor Job Description**

Position: H.U.G. Tutor

Commitment: Minimum 1 hour per week (Fall: September–December | Spring: January–March)

Location: Remote (via Zoom)

H.U.G. (Help Us Grow) is a reading intervention program dedicated to improving 3rd-grade reading comprehension levels. As a H.U.G. Tutor, you will work one-on-one with a child, guiding them through our structured literacy program and empowering them to become confident readers. Our proven approach provides you with the tools to BE THE DIFFERENCE in a child's reading ability and overall confidence.

### **Key Responsibilities:**

#### **Before the Session (15 Minutes Prior)**

- Access Google Classroom and open that week's lesson.
- Pre-fill forms to maximize instructional time during the session.
- Set up in a quiet, distraction-free environment (phone silenced, door closed).

#### **During the Session**

- Meet with your assigned student in a Zoom Breakout Room.
- Screen share the lesson materials from Google Classroom.
- Establish and reinforce H.U.G. session rules (e.g., staying seated, focused, and engaged).
- Begin wrapping up at 10 minutes to the hour when prompted by the H.U.G. administrator.
- End the session by stopping screen share and saying goodbye to your student.

#### **After the Session**

- Complete the Post-Lesson Questionnaire (without the student).
- Ensure all required forms are submitted before closing Google Classroom.

### **Requirements:**

- Ability to read at a 4th-grade level or higher.
- Be at least 17 years old.
- Willingness to learn and use technology for the H.U.G. process.
- Proficiency in Zoom (training and support provided).
- Complete a background check and abide by the H.U.G. Code of Ethics.
- Attend 2 to 4 hours of tutor training, covering:
  - Trauma-informed care
  - Technology training
  - H.U.G. fidelity training
- Must have access to a computer with a camera.

## Why Join H.U.G.?

- Make a real impact in a child's life.
- Gain valuable experience in education, literacy intervention, and virtual tutoring.
- Be part of a supportive and inspiring community of educators and volunteers.

Become a H.U.G. Tutor today and help a child unlock the power of reading!