

ARTICLE V JOB DESCRIPTIONS

B. NONMINISTERIAL

VIRTUAL LEARNING CENTER MENTOR/VOLUNTEER

A. **Principal Function:**

The *Virtual Learning Center Mentor/Volunteer* is responsible for providing a safe, fun and educational classroom environments at WOSMBC for students to connect, engage and complete virtual classes offered by their teachers.

B. **Supervisory Relation:**

He (She) will be responsible for the carrying out daily virtual learning center duties as assigned by the Virtual Learning Center Administrator (VLCA). He/She will report to the Virtual Learning Center Administrator.

1. Except for illness or an unanticipated emergency, notify appropriate supervisor as to anticipated absences at least forty-eight (48) hours in advance of the date of the anticipated absence.
2. Submit written notice of relinquishing position to appropriate supervisor at least 30-days prior to the date of the scheduled departure.
3. The Mentor/Volunteer is protected under the guidelines of the Church Constitution and Bylaws.
4. Job performance shall be evaluated by the *Personnel Ministry* according to the regulations set forth in the *Policy and Procedure Manual* as authorized by the Church Bylaws with input and guidance given by the VLCA.
5. The *Mentor/Volunteer* shall have a wage review, if paid, annually or sooner by request from the VLCA, *Personnel Ministry*, *Leadership Team*, or the employee.

C. **Job Classification:**

This position is hourly (non-exempt). The agreement of employment may be terminated by either the church or employee if either party fails to uphold the terms of employment.

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VLC MENTOR/VOLUNTEER (cont'd)

D. Qualifications:

1. Demonstrate necessary level of technological competence to assist Students and Parents with virtual class needs
2. Able to bring calm during a stressful situation
3. Passion for students and a desire to help them learn
4. Experience working with children from 1st Grade through 8th Grade.
5. Commitment to excellence
6. Ability to follow instruction of the VLCA and adhere to established guidelines
7. Friendly and approachable demeanor
8. Ability to work with parents and other volunteers in a structured, nurturing environment
9. Must be at least 18 years of age
10. Minimum of a high school diploma

E. Duties and Responsibilities:

1. Oversee students within the classroom to ensure they log in at the assigned time(s)
2. Assist students with any technical issues while logging in during the learning period.
3. Register students on a daily basis as they enter the facility
4. Maintain the property safety protocols with students while in the classroom – face mask, social distancing, hand washing
5. Collaborate with teachers and parents as needed to help the student achieve success
6. Observe and report any behavior that is not conducive with a safe and secure learning environment.
7. Report any violations or incidents to the VLCA immediately
8. Other duties as assigned.

VIRTUAL LEARNING CENTER MENTOR (cont'd)

Mentor/Volunteer_____ **Date**_____

Virtual Learning Center Adm._____ **Date**_____

Chairperson,
Personnel Ministry_____ **Date**_____

Church Business
Administrator_____ **Date**_____

Pastor _____ **Date**_____

NOTHING FOLLOWS