



# VOLUNTEER WITH US

## 1. OUR MISSION

The mission of AventWest Children's Mentoring (AWCM) is to provide academic and nutritional support services that promote healthy minds, healthy bodies, and healthy relationships for children and families who live in the AventWest community of Raleigh, North Carolina. We seek to meet the needs of children who are at academic risk of failing a grade in school by providing them assistance with homework and other planned activities, a nutritious meal, a caring adult to support their learning, and a safe place to play after school.

## 2. WHY VOLUNTEER?

Volunteers are the heart and fuel of the AventWest Children's Mentoring program, providing tutoring, mentoring, food delivery, and more! Volunteers are given an opportunity to serve their community, provide academic and social support to children, and build personal skills through engagement with the program. Joining as a volunteer requires no previous training or experience, just a dedication to supporting the children and families of the AventWest community!

## 3. JOIN US

### A. Opportunities

- Tutor/Mentor
- Food Pantry Coordinator
- Food Pantry and Delivery Assistant
- Enrichment Activity Assistant
- Social Media Coordinator
- Community Resource Council or AWCDC Board Member

### B. Responsibilities

Volunteers are a vital resource for the AWCM program, and the key responsibility for any volunteer is a dedication and desire to support the program and its participants. Tutors are one of the biggest volunteering needs for the program. It is best for the students when tutors can commit to attending the program regularly once or even twice a week. We ask that tutors commit to at least one semester of volunteering. The children benefit from becoming comfortable and working with familiar faces, and those volunteers can build relationships with students going beyond tutoring into mentorship.

For all non-tutoring roles, advance commitment is necessary for planning and scheduling to ensure the program can run effectively. Regular attendance is preferred when possible. Below are some additional guidelines and details to help interested volunteers gain a deeper understanding of what volunteering looks like.

- i. Tutor/Mentor (Tuesday OR Thursday evenings, shifts from 4:30 - 7:00 pm)**
  - Provide positive encouragement to students to strengthen their self-confidence
  - Assist with homework and other activities that promote learning and develop reading, writing, and math skills
  - Briefly evaluate and document students' academic progress at the end of tutoring sessions
  - Establish positive and healthy rapport with students and provide mentorship on making good choices
  - Maintain order to provide an atmosphere conducive to learning for all students and to ensure the safety of all students
  - Encourage teamwork and responsibility as participants transition between activities and clean up workstations
- ii. Food Pantry Coordinator**
  - Coordinate with AWCM staff to arrange times, dates, and locations for food pick-up from program partners; sign for and retain documentation of receipt as needed
  - Facilitate and document the packing and distribution of food and supply boxes to families
  - Organize and maintain accurate inventory of the supplies on hand
  - Communicate the need for additional supplies in advance of delivery days
- iii. Food Pantry and Delivery Assistant (Tuesdays or Thursdays, times TBD)**
  - Pack boxes of food and personal care items for students and their families
  - Deliver pre-packed boxes of supplies items to program sites or residences as directed by AWCM staff and the Food Pantry Coordinator
- iv. Enrichment Activity Assistant (dates and times TBD)**
  - Aid AWCM staff in organizing extracurricular activities (e.g., sports, visual arts)
  - Chaperone program-approved field trips to local events
  - Provide support and encouragement as students engage in enrichment activities on regular program days or during special events
- v. Social Media Coordinator**
  - Create high-quality visual and written content for AWCM's social media platforms (website, Facebook, Instagram, etc.)
  - Build and maintain a solid online presence, ensuring appropriate engagement strategies are used and timely responses are given within AWCM's online community
  - Run social media campaigns and assist with data analysis to determine whether social media objectives are being achieved
- vi. Community Resource Council (CRC) or AWDC Board Member**
  - Meet quarterly (CRC) or monthly (Board of Directors) to provide subject-matter expertise
  - Provide resources that directly support the mission of the AWCM program and of AventWest Community Development Corporation

### C. Volunteer Interest Forms

Volunteer onboarding takes place at the beginning of each school semester. If you are interested in becoming a tutor or in other volunteer opportunities, please contact the AventWest Children's Mentoring program at [awcmprogram@aventwest.com](mailto:awcmprogram@aventwest.com) or 919-332-8720 for more information.

Due to the nature of our work with youth and families, we must ask that our volunteers agree to a background check and confidentiality agreement to begin a relationship with us. The safety and care of our participants are our top priority, and we appreciate the additional effort from all prospective volunteers.