



Educational Coach Role Description

Role Description

Educational Coach Volunteers provide students, grade 7 and up, who are living in foster care with the opportunity to benefit from insightful guidance as they plan out their academic journey. This positive relationship will assist the child with course selection, study habits and homework with a goal to increase student graduation rate and build further awareness and understanding of possible career paths.

Responsibilities:

Volunteers will always:

- Make regular contact with the child, at least once a month during the school year with a minimum of three in person meetings
- Establish goals at the start of each year with the child
- Connect with caregivers and child protection worker
- Liaise with school personnel as appropriate
- Attend appropriate sessions with the child (ie., Pathway nights, curriculum nights, career nights, Crack the Academic Code workshop, etc.)
- Coordinate exploratory meetings with the child and professionals as appropriate (ie., Police Officer, Hair Stylist, Nurse, Mechanic, etc.)
- Provide support for academic needs/challenges
- Conduct themselves in a professional and positive manner and act as an ambassador for The Children's Aid Society of Hamilton
- Be punctual and reliable, firm but fair, and possess a good sense of humour
- Maintain and submit an accurate expense sheet for mileage reimbursement, where appropriate
- Ensure the child is transferred from responsible adult to responsible adult (never assume someone is home, always go to the door when returning the child)

Qualifications

- Must be a minimum of 18 years of age
- Preference would be an active Certified Teacher, retired teacher or teacher college candidate
- Preferred experience in Intermediate and/or senior grades (grades 7 – 12)



Volunteer Services

- If transporting the child, must possess a valid G license and 3 year drivers' abstract with no demerit points and be willing to provide proof of insurance and adequate coverage (minimum of \$2,000,000)
- Will provide a Vulnerable Sector Search (police)
- Will agree to a CAS background check
- Will provide 3 references

Outcome/Goals

- Potential to make a positive impact on a child
- Contribute to the academic success and pursuit of post-secondary education
- Contribute to a successful career for the child
- Positive feedback and working relationships with children and families
- Strengthen the reputation of The Children's Aid Society of Hamilton

Boundaries

- Remain child focused
- Adhere to the instructions provided by the Child Protection Worker and the Education Liaison staff
- Be conscious of personal conversations
- Maintain confidentiality at all times.
- No texting, social media, or personal calls are permitted while transporting the child
- Do not enter into any social media contact (ie., Facebook, Instagram, etc.) with any service users of the agency

Reporting

- A log will be kept describing the visits and may be viewed by the Child Protection Worker or Education Liaison during the assignment
- End of year review of goals
- Advise the Supervisor of Volunteer Services of any changes to your:
 - contact information
 - driving record (if transporting a child)
 - medical health that will affect your volunteer role
 - police contact
- Report any concerns that arise during the assignment to the Supervisor of Volunteer Services



Volunteer Services

- Report any concerns that arise during the evening (after 4:30 p.m.) and weekend to the After Hours Emergency Service

Time Commitment

- Minimum of one meeting per month for approximately one hour, with at least three in person meetings during the school year

Training/Support

- Online orientation to the agency's mission, vision and values
- Educational Coaching package
- Foster Parent training calendar is open for volunteer registration
- School contact information
- A list of mandatory and optional functions/tasks
- Support from the Child Protection Worker, Education Liaison and Supervisor of Volunteer Services
- After Hours Emergency Service (AHES).

Benefits

- Supporting a youth by building self-confidence and knowledge
- Assisting a youth understand what is needed for a specific career path
- Assisting a youth achieve academic improvement and/or educational goals
- Volunteer experience that is directly related to a career path (for student teachers)
- Yearly survey for both child and volunteer
- Reimbursement for kilometers driven at the agency's approved rate while volunteering with the child

Risks

We recognize that there are risks associated with any volunteer role. Any potential risks with specific children would be identified before the assignment is finalized. Our volunteer training together with our policies and procedures are jointly designed to minimize the risks.