



FLORIDA DEPARTMENT OF JUVENILE JUSTICE VOLUNTEER SERVICES PROGRAM

JOB DESCRIPTION - SAMPLE

JOB TITLE: TUTOR

CONTACT PERSON: FACILITY/PROGRAM LOCAL VOLUNTEER LIAISON

JOB OBJECTIVE: TO ASSIST YOUTH WITH EDUCATIONAL ASSIGNMENTS (EX:
ASSIST IN PREPARATION FOR GED)

JOB ACTIVITIES: INDIVIDUAL OR GROUP INSTRUCTIONAL COURSES, SUCH AS
MATH OR ENGLISH

TIME REQUIRED: TIME IS NEGOTIABLE

TRAINING REQUIRED: COMPLETION OF VOLUNTEER TRAINING AND/OR
ORIENTATION WITHIN THE SPECIFIC PROGRAM AREA

QUALIFICATIONS: (If applicable)

Age: 18 YEARS OR OLDER

Education: AT LEAST HIGH SCHOOL DIPLOMA/GED

Experience: N/A

Automobile: DEPENDABLE TRANSPORTATION TO THE
FACILITY/PROGRAM

Special Skills: COMMUNICATE CLEARLY AND EFFECTIVELY WITH
YOUTH

Other: (If applicable)

Volunteer/Intern/Mentor's Signature

Date

Authorizing Staff Signature

Date