

**Dear Parents and Potential Participants,**

Greetings from Mobile Minds of NJ! We would like to invite you to volunteer and participate in our **S.E.A.L. Academy** summer enrichment program from **July 2nd through August 24<sup>th</sup>, 2018.**

Our tutoring and cultural enrichment program is designed to support each learner's strengths and opportunities. **Mobile Minds of NJ 501c3** is committed to providing outstanding educational programs and enrichment activities through combined efforts of students, parents, volunteers and community. Our goals are to provide each child with opportunities to expand their knowledge base by creating a caring, nurturing and stress free learning environment.

We have created a program to supplement the education of up to 40 of our 1st to 7th graders in Mercer County. However, we need your help! We are seeking 10 volunteer tutors who will receive instruction and guidance from professional camp instructors. A reward for completing our program will include a **proclamation for your efforts**. You will receive a certificate of completion of the program and a letter of appreciation that includes the total hours you volunteer with us. College recommendation letters are available upon request and successful completion of the program. We feel this is going to be an exciting and productive summer! We hope you decide to be a part of our program!

We have an ambitious agenda planned for the 8 week program. There are many different opportunities for our children to learn and grow. We plan to incorporate various organizations that are willing to volunteer time and service to our program, but most of all **we need you!**

Youth Education Volunteers make a difference in the lives of children! As a Youth Education Volunteer you will provide fun recreational and academic activities that promote good health, positive social development, and strong academic performance for low-income children.

Here's what we need as of right now:

1. Please complete the attached application and submit it by May 15th, 2018. (You must include **three references**. **Example... Teachers, employers, clergy or other organizations you work or volunteer with.**)
2. Attend our tutor orientation and training sessions. Please anticipate one evening during the Months of May and June (the time, date and location will be announced after we receive your application).
3. Arrive every morning at the Camp Location (Hamilton) starting July 2nd through August 24<sup>th</sup>, by 8:15 am until 3:15pm to tutor the children and/or after care hours.

As you can see, these are all important components of our overall goal. With a serious commitment from everyone, we will easily accomplish what we set out to do. Parental volunteerism is also encouraged and needed!

We are looking forward to getting to know all of you much better and discovering all of the incredible talents that you will bring to this program. It will be amazing to see how much can get done in a summer by just a few small commitments from everybody. In the end, our children are the big winners when we all come together in this one purpose.

Please submit your application to **(Mobile Minds of NJ)** by mail @ 91 Beechwood ave, Trenton, NJ, 08618. You can also email it to [mobilemindsofnj@gmail.com](mailto:mobilemindsofnj@gmail.com). If you have any questions, please call Dee @609 851-6076 or 609 557-7325.

Thank you!

**Title of Position: Youth Education Volunteer for grades 1 through 7**

**Purpose of Position:** To encourage and support students in a summer enrichment program for math reading and writing and to serve as a mentor to assist with their academic work.

**Time Commitment:** Volunteers should commit to working with students 8:15am to 3:15pm, Monday through Friday. From **July 2, 2018 through August 24, 2018** (5 days, 30 hours a week). We will also need staggered shifts to help with Aftercare.

**QUALIFICATIONS:** Sensitive and adaptable to learner's differences and needs. Accepting of people from different cultures, backgrounds and ages while Commitment to bettering lives through education, Patience and enthusiasm. (No previous teaching experience necessary.)

**COMMITMENT:** Attend training and orientation programs. Participate in Approx. 20-30 hours of tutoring per week. Attend follow-up workshops and tutor meetings as required. Agree to volunteer for at least 4 weeks (substitutes may be available when you must be absent.) The schedule can be flexible for tutors only.

**RESPONSIBLE TO:** Program Director or Volunteer Coordinator.

**RESPONSIBILITIES:**

- Participate in initial training and volunteer in service opportunities to upgrade skills.
- Attend tutoring sessions as scheduled. If an absence is anticipated, call in advance so we may provide a substitute.
- Assist student through the learning process as defined by the program guidelines.
- Assign materials and advance levels when appropriate.
- Sign in and out to record time of service daily.
- Develop positive appropriate relationships with students.
- Maintain student records and take attendance.
- Observe confidentiality at all times.
- Keep staff informed about tutoring experience, job assignments, or any concerns you may have regarding the program.

**BENEFITS:**

- Satisfaction of helping someone else succeed.
- A chance to contribute to your community.
- Achieving a broader cultural understanding and exchange.
- Meeting new people who bring differences in culture, ability, skill.

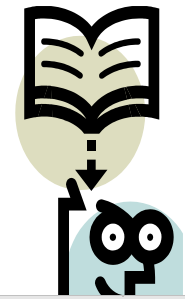
- **Participating in a successful program with other active, interesting volunteers.**
- **Play an important role in the literacy movement.**
- **Encouragement and recognition for your efforts.**
- ***A proclamation will be received upon completion of the program (can be used for scholarships and college applications. More details will be available at the orientation.***

**Have fun**

# MOBILE MINDS OF NJ

## S.E.A.L. ACADEMY SUMMER ENRICHMENT PROGRAM

Volunteer Application



APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Cell Phone	Work	
What's the best way reach you?			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever volunteered for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
Please list three professional references.	
Full Name	Relationship
Company	Phone ( )
Address	

Mobile Minds of NJ

Full Name	Relationship
Company	Phone (    )
Address	
Full Name	Relationship
Company	Phone (    )
Address	

## SEAL Academy Tutor Application Essay Questions

Please answer all of the following questions and prompts in an essay of 300-500 words on a separate sheet of paper. Please type and double space.

1. Tell us about yourself. Include your age, grade, and favorite subjects.
2. Why do you want to work with SEAL Academy this summer?
3. What do you hope to gain from this experience?
4. What are your personal strengths? (personality, academics, athletics, creativity, etc.)
5. What are your weaknesses? What can you do to help yourself overcome them?
6. What makes you unique, and how will it make your presence beneficial to SEAL Academy?

PREVIOUS EMPLOYMENT			
Company		Phone ( )	
Address		Supervisor	
Job Title	██████████	██████████	██████████
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	██████████	██████████	██████████
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	██████████	██████████	██████████
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
HOW DID YOU HEAR ABOUT OUR PROGRAM?			
Why do wish to volunteer? What benefits or goals do you wish to gain from this experience?			
LIST ANY CURRENT OR PREVIOUS VOLUNTEER EXPERIENCE, INCLUDING MEMBERSHIP IN COMMUNITY OR SERVICE CLUBS:			

CAN YOU SPEAK ANY LANGUAGES OTHER THAN ENGLISH? HOW DO YOU RATE YOUR PROFICIENCY?
What are your strongest subjects? Check all that apply: <input type="checkbox"/> Math <input type="checkbox"/> Writing <input type="checkbox"/> Reading <input type="checkbox"/> History <input type="checkbox"/> Science
PLEASE LIST ANY SKILLS, HOBBIES, SPECIAL INTERESTS, OR TRAVEL EXPERIENCE:

**MILITARY SERVICE**

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to volunteer employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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