

Dear Parents and Potential Participants,

Greetings from Mobile Minds of NJ! We would like to invite you to volunteer and participate in our STEAM programs.

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 programs to supplement the education of 1st to 8th graders from Mercer & Burlington County. However, we need your help! We are seeking 10 volunteer tutors who will receive instruction and guidance from professional youth instructors. 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 hope you decide to be a part of our 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 to D. Saunders at atmobilmindsofnj@gmail.com. (You must include **three references. Example... Teachers, employers, clergy or other organizations you work or volunteer with.**)
2. Attend any orientation and training sessions required. (May not be required for volunteering on Saturday's)
3. Arrive on time at the Location (Lawrenceville Presbyterian Church, 2688 Main St, Lawrenceville, NJ).

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. If you have any questions, please call Mrs. Dee @ 609 557-7325.

Thank you!

Title of Position: Youth Education Volunteer for grades K through 7

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 any training and orientation programs, if required. * The schedule can be flexible for volunteers only but all time off must be prescheduled.

RESPONSIBLE TO: Program Director or Volunteer Coordinator.

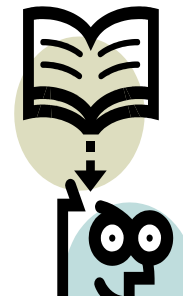
RESPONSIBILITIES:

- 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	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

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