



Wildwood Wildcats Booster Club

Tutor Job Description

Committee:	Academic Committee in partnership with Tutors for Kids, Inc	Job Title:	Tutors Middle High School
Rapture Security Approval Required by School Administration:	Yes https://vm.navigate360.com/volunteer-application?id=9000	School Year	2025/2026
Committee Chairperson	Josie Morello, Academic Chairperson	Chairperson Contact Information	curlytop@thevillages.net
Training Required:		Tutor estimated weekly time commitment:	35-45 minutes
Contact Information			
EMAIL: WWBC.BOOSTER@WILDWOODWILDCATSBOOSTERCLUB.COM		WEBSITE: HTTP://WILDWOODWILDCATSBOOSTERCLUB.COM	
Job Description			

ROLE AND RESPONSIBILITIES

Mission: Academic improvement in the subjects of math and ELA (reading & writing) for which the Teacher requested help for a student.

- Middle School (7-8 grade): Basic Math and/or English Language Arts (Reading & Writing) @ WMHS, 700 Huey St, Wildwood.
- MUST BE Sumter County School Board approved. Application must be completed online (Raptor System)

<https://vm.navigate360.com/volunteer-application?id=9000>

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- Wildwood Wildcat Booster Club Membership– to join go to
[HTTP://wildwoodwildcatsboosterclub.com/Membership](http://wildwoodwildcatsboosterclub.com/Membership)

Once you have been approved the Program Tutor Coordinator will contact you with additional information:

- Math: Woody High will contact you to coordinate starting date and time.
- English Language Arts: (Program Tutor Coordinator)will contact you to coordinate starting date and time.

- Tutors may be assigned 1-3 students, usually the same ones during the 35- 45-minute session.

TUTOR PROTOCOL:

- Always bring your photo ID to sign in and out
- On first day inform Front Desk Administrator you're a tutor and provide name of Teacher (previously provided to you by Program Tutor Coordinator) you have been assigned to. She will provide you with directions to find room.
- Call or email your assigned teacher or Program Tutor Coordinator if you will be absent.
- Be discreet with confidential matters related to students.
- Only tutor the student on school property during school hours.
- Provide feedback to the Teacher on student(s)' progress or need for additional help.
- Be positive, cooperative and flexible during the first few visits. The teacher has a lot to do in working with students.

Reassignment: In the event the Tutor is not happy with assignment, contact the Program Tutor Coordinator. Every effort will be made to reassign Tutor which meets the need of the Tutor and school.

Author (s):	Josie Morello, Academic Chairperson	Date:	8/2025
Last Updated By:	Josie Morello, Academic Chairperson	Version	3.0.0 8/2025