



YMCA Camp Coniston Tutors Contract

You have signed up to be a Coniston tutor! We are so excited to have you be a part of this program. This is a guide to help explain on how Coniston Tutoring will work this year, it's a little different then the past, so hang in there while it is explained!

- This is all similarly explained in your Tutoring Training, but this gives a bit more depth on the information given.

- Tutoring Meets every week for a **1 Hour Virtual Sessions over Google Meets** for the school year of 2022 – 2023
 - When organizing this session, it should be organized as a repetitive weekly meet up.
 - Example: Tutor Jill – Meets with Students Jess Every Monday 4:30 pm – 5:30 pm
 - Students may recognize they need more help; we are encouraging them to ask you if they think they need an additional meeting or to ask to stay on your calls longer than the 1-hour time frame.
 - If you can assist with that, you are welcome to make an extra scheduled meeting or extend your time on your current meeting.
 - If you cannot assist with more time that is totally okay!
 - You can encourage them to reach out to us, and if we have another tutor who can meet with them a second time in the week, we will do our best to assist them.

- When we pair you up with your student, we will email you in a chain email. Within this email will be the student's email, their parent's email, the Coniston tutors' email, and the school email if that applies.
 - **When you receive this email, you will always click **REPLY ALL** – **Please ALWAYS Do This****
 - When replying with your first email, **YOU** will be reaching out **DIRECTLY** to the student to organize a time that works for you and them for your regular session times.
 - You will be looking to help set up a time and day that works for both parties. Please be responsive and work with one another to find a time that works!
 - We are hoping to organize it this way to benefit their scheduling and communication skills.
 - We are striving to help instill real life opportunities for growth and development, and scheduling their own time is one of them!
 - Example Start Up Email:
 - “Hello Jess, My name is Jill and I am going to be your Coniston tutor for this upcoming year. I am here to connect on a time and day of the week that may

work for you. My availability for the foreseeable future is Mondays 3pm – 4pm or 4pm to 5pm. Tuesdays 6pm to 7pm, and Thursdays 5:30 – 6:30pm. Would any of those time slots work for you for our weekly sessions? If not, what other times and days are you available and I can have a look at my calendar. Once we set a time up, I will create our Google Meet calendar, which you will receive an email about. Thank you, and I am excited to work together. – Jill”

- When you get your students information, you will find out if they are coming to the program through a school or just the community.
 - If you are based with a school – there will be a specific email login to set up your tutoring calendar.
 - If you are based with someone from the community – you will use your own personal Gmail account, or you are welcome to open a new Gmail account for these tutoring purposes.
 - There is a laid-out step by step document to show you how to create a meeting with the students to follow.
- You must be showing up to your scheduled meetings or communicate with your student of a change of plans.
 - For students we operate on a 3 strike program, after 3 times as a no show we will no longer be able to offer you tutoring services. Please make us aware if this happens.
- We ask you to communicate with your student with a 24-hour cancelation / change of time for your week.
 - Please communicate Via Email if you cannot make your scheduled time. Offer a few options of times you can meet within the week and see if they may be able to match up.
 - If you have no other times available that week, just let them know you need to fully cancel tutoring for the week.
 - We know life gets busy, so worst case scenario, please be courteous enough to email whenever you realize you won't be able to make it, and don't leave them hanging behind a screen hoping you will show.
 - We are asking the same from the students, to respect your time as well.
- Tutoring is being offered for the whole School year; we are hoping to help students through that whole time
 - That being said, you may no longer have the time (and that is understandable) to be a part of the tutoring program. But we are asking you commit to at least the **WHOLE SEMESTER** if you sign up.
 - Meaning from now until the Winter Vacation – and from the start of the new year to the end of the school year
 - If the student is no longer wanting to be a part of the tutoring after the semester, we will work on pairing you another Student if you want to continue.
 - Please give enough notice of ending your time with tutoring, that would mean telling your Student, Coniston, and their School Support person if they have one.
 - It can all be presented in 1 Email if needed.

- **School Vacations – Tutoring Does Not Run**
 - Students are responsible to tell you when they have school vacations.
 - If **YOU** go for a **VACATION** or want a planned **WEEK OFF** just let them know!
 - We are working with multiple people from multiple schools and vacations are different for everyone, so if you imagine a vacation is coming up ask the students! We are hoping they will let you know ahead of time, and you can enjoy your time off
- Communication with you and your student:
 - Communication must be through the original chain email and through Google Meets **ONLY**.
 - Please respect them and be appropriate with them, you need to manage the boundaries of this Relationship, it is strictly to assist in their academics, and their steps in life.
 - We have welcomed parents to be a part of the email chains, so remember they will be monitoring your email discussions
 - Please do not contact one another on any other websites or social media platforms.

Being given this opportunity we are hoping to help shape the community around YMCA Camp Coniston, and our Coniston Members. This service is a volunteer-based service from individuals within our community and more. Thank you for signing up and have a great year!

Please Print and Sign Below – Agreeing to the Terms and Conditions Stated Above:

Tutor:

Signature: _____

Printed Name: _____

Date: _____

Email: _____

We are happy and excited to offer you this opportunity. We are trial running a different operating system this year, and we hope it runs smoothly. If things are challenging or not working the way you would hope, please contact us with any feedback at tutors@coniston.org.