



## Study Buddy

### Volunteer Job Description

**Agency:** Families Moving Forward

**Agency Mission:** Families Moving Forward helps families in the crisis of homelessness find their way home. We provide temporary housing, case management, skills education, and connection to community resources to help parents and children thrive in stable homes.

**Major Objectives:** Volunteers will be paired with school-aged residents to work together on homework assignments, upcoming exams/tests, assigned projects/presentations, or other assigned work.

**Qualifications:** Volunteers must meet the following qualifications to be considered for this opportunity

- At least 18 years or older – not currently enrolled in Durham Public/Charter schools
- Trustworthy
- Agree to a criminal background check
- Comfortable working with children
- Comfortable working in a residential setting with individuals experiencing homelessness
- Access to reliable transportation to and from Families Moving Forward

**Time Requirement:** Weekly commitment; Monday - Thursday evenings; 5:00pm - 6:00pm; arrive at least 10-15 minutes early for set-up.

**Specific Duties:**

- Assist school-age youth with homework assignments
- Help them study for exams/tests
- Practice reading and math skills
- Play educational games with children
- Inform staff of issues or concerns regarding children
- Follow all agency policies and procedures
- Maintain confidentiality, dignity, empowerment and respect with all clients, staff and volunteers of FMF

**Training and Preparation:** All volunteers are required to complete pre-service orientation online and additional training is provided on-site during initial onboarding and on an ongoing basis.

**Location:**

Families Moving Forward  
300 N. Queen Street  
Durham, NC 27701

**Assignment Supervisor:**

Shiona Caldwell, Enrichment Programs Coordinator

**Interested? Contact:**

Anna Krecklow  
Volunteer Engagement Coordinator  
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