DESCRIPTIONS OF OPPORTUNITIES

FOR HIGH SCHOOL STUDENT VOLUNTEERS

Homework Support (through email)

This group of volunteers works through email and explains strategies to solve homework problems, typically in Math or Science. Sometimes, language grammar.

Volunteers receive questions from the Academy and reply to the Academy through emails. The support does not focus on the correct answer itself, but the explanations about how to arrive at that answer effectively.

Homework-Support volunteers do not face BEA Students but work only interfacing with the Academy.

Tutor (in one subject)

Tutors are vital to the success of the tutoring program they lead. They work directly with BEA Students either in one-on-one tutoring programs or a group-learning setting.

Subject to the actual learning needs of the Students and program arrangements, Tutors may exercise discretion in various aspects to bring energy into a class and make an impact to a child, including but not limited to:

- deciding the lesson plans
- choosing working materials
- creating presentation slides
- explaining tricky concepts
- testing Students' understanding levels

Applicants for Tutoring roles should specify which subject(s) they wish to go for, and substantiate their volunteering interests with academic evidence from their own school performance. Subjects for tutoring roles cover languages, mathematics and science as follows:

- Tutor (English)
- Tutor (Math)
- Tutor (French)
- Tutor (Chinese)
- Tutor (Spanish)
- Tutor (Science)

For the best instruction results, Tutors turn their cameras on throughout a class. Therefore, their technology should support the delivery of a program. In addition, volunteers applying for a tutor role need to demonstrate their comfort of interacting with others and guiding students, during an interview with the Academy.

Specifically, for language-learning programs, the to-be-learned languages are ideally the first languages of the Tutors.

Virtual Classroom Supervisor

In one-on-one tutoring programs, Classroom Supervisors work closely with Tutors and Students to ensure the overall learning environment is safe, effective, positive, and generally aligned with what a good virtual class may expect.

A Classroom Supervisor typically logs in the virtual classroom five minutes before the start of the class and checks in the Tutor and the Student.

During the class, a Classroom Supervisor monitors the progress and order of the class and provides help whenever the Tutor or the Student needs it for the studies. For example, the Tutor occasionally encounters a technology difficulty and cannot share their screen of worksheets for the Student to see and work on. The Classroom Supervisor steps in and shares the screen from their end. A Classroom Supervisor may even provide academic support if needed. In an extreme case of emergency, the Classroom Supervisor decides what to do and actions quickly to control the damage, if any.

After a class, the Classroom Supervisor is required to finish a Supervisor's Report on the same day of the class. In this report, the Classroom Supervisor approves the Tutor's volunteering hour by recording down the time when the Tutor logs in and when the class ends.

Classroom Supervisors are expected to be the most mature person in the class. Linguistic and grade requirements may apply, specific to a tutoring program.

Virtual Party Host

Virtual Party Host leads a group of children to have fun, featured with educational components. A virtual party is usually 40 - 60 minutes in length and small to maximize interactions between the Host and each participant.

Party Host sometimes teams up with another volunteer who would provide instructions of art/craft, science, music, etc., depending on the theme and run-down list of the party.

A Party Host opportunity offers the type of volunteering work ideal for those who enjoy direct interaction with younger children of SK – G3.

Blog Writer

BEA website hosts a Blog section that showcases good writing examples written by high-school student volunteers for younger children. For those who are passionate about writing, the Blog section live on the BEA website is where volunteers rejoice to write as the unique platform -

- verifies your writing skills through a rigid peer-reviewed process; and

- demonstrates your leadership skills to VIPs, including those authorities like admission officers; and
- enables you to volunteer with the edge you are proud of while collecting volunteer hours at the same time when the submission is accepted.

Writing volunteers may choose to submit their poetry, fiction (non-poetry) or non-fiction works to the BEA Peer Review Working Group. Once accepted for publication, the volunteer will have their effort recognized through their volunteer hour and the publicity as a role model of writing.

Submissions must be unpublished and authentic, owned by the Writer before they are submitted to BEA.

At the current stage, submissions are written in English.

Writing Editor

BEA website publishes blogs written by high-school student volunteers as good writing examples for younger children. Writing Editors will review the submissions from various writers, decide whether to accept one writing piece or turn it down, and if okay further polish it to the satisfaction to be published.

Writing Editors may choose to work on one or all of the genres of poetry, fiction (non-poetry) or non-fiction, in the BEA Peer Review Working Group.

Each Editor's editing work is the guarantee of the quality of BEA blog publications, which are part of the BEA Open Education Resources Project. By nature, a Writing Editor tells good from bad and guides others from good to great.

Photographer

Photographers submit their photographic works to BEA for its blog cover pictures or other art-related projects. The themes of the photography works will be notified from time to time.

Volunteering hours are recognized upon an acceptance of the works. The photography works must be unpublished and authentic, owned by the volunteer before the submission to BEA.

Artist

Artists create artworks for the Academy's use, either digitally or via traditional media. Art projects will be notified from time to time.

Volunteering hours are recognized upon an acceptance of the works. The artworks must be unpublished and authentic, owned by the volunteer before the submission.

In certain programs, Artist may instruct an art class or work in a virtual party for the art part.

Other

Miscellaneous tasks to help support the operation of the Academy, for example, to translate a document written in English into other languages.

(End of the document)