



Motivating Hispanics and Promoting Hispanic Education Since 1983

MISSION... The mission of Esperanza is to enhance the educational and economic opportunities for Hispanic Americans of Greater Cleveland.

VISION... Esperanza will be a model of academic and community excellence by:

- Motivating academic advancement and achievement
- Enhancing the quality of economic and community life
- Promoting continuity of community through leadership
- Offering enriched educational services and opportunities
- Providing scholarship assistance

ESPERANZA... Esperanza means "hope" in Spanish, and hope is precisely the commodity Esperanza produces. Since 1983, thousands of Greater Cleveland area students have received academic tutoring, technology training, leadership development, mentoring, college and career counseling, and scholarship assistance through Esperanza's services. Esperanza serves Hispanic students in schools large and small, public and parochial, inner-city and suburban.

The only 501(c)(3) non-profit organization of its kind in Great Cleveland, Esperanza provides educational services to Hispanic students from elementary school through college. Esperanza is one of Cleveland's most well-known and highly-respected non-profit organizations.

PROGRAMS... Esperanza offers educational programs in the Cleveland Municipal Schools and computer training at our offices. Our goal is to stop the alarming dropout trend for Hispanic students and encourage not only high school graduation, but also post-secondary education. We provide literacy training, mentoring, tutoring and enrichment. We also work closely with parents to encourage their participation in their children's education and to provide, as possible, resource information to help meet their family needs.

Through the generous support of corporations, foundations, and individual donors, Esperanza is able to offer its assistance to Hispanic students in Cuyahoga and Lorain Counties.

- **Prime Time Educational Program** is literacy-based, designed to promote a love of books and reading and to improve the level of reading proficiency. We focus on improving math skills for K – 5th Graders. Prime Time provides in-school tutoring at Buhner & Gallagher schools, after-school program, summer program, and Lucas Joseph Reichert Reading Club House Resources. The Prime Time serves bilingual students in grades K to 5.
- **The Stay in School for College and Career Opportunities (SISCO) Program** serves bilingual students in grades 6th through 12th Graders. SISCO impacts the drop-out trend and improves academic achievement through in-school English and math tutoring, academic enrichment and motivational activities after school, and monthly merit activities. SISCO provides in-School tutoring at Buhner & Gallagher Schools, after-school program, and a summer program.
- **Hispanic Youth Leadership Program** for 14 to 18 year olds and/or 9th to 12th Graders. HYLTP is part of Esperanza's Stay-in-School for College and Career Opportunities (SISCO) Division. Our mission is to provide the youth and students with leadership & development opportunities (via community service), academic support, and life and employment skills via our after-school program.
- **The Esperanza Community Computer Center** offers free, public access and computer training to adults and children. We hold classes year-round in Microsoft Office, keyboarding and data entry, Windows and using the Internet. Classes are available to community members:
 - 14 Week Microsoft Computer Training Program for Adults
 - Adult & Youth Job Preparation Classes
 - Student Workshops – Microsoft Office Products, Resume, and Essay Writing
 - Educational Software and Internet Access



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- **The Esperanza Scholarship Program** is an annual competition that results in scholarship assistance for college for Hispanic Youth. Over the past twenty years Esperanza has assisted over 800 young Hispanics to attend college. Last year alone we awarded 32 scholarships.
- **Bilingual Services (English and Spanish)** for community members:
 - Referral services and access to community information, job opportunities and other resources via our community bulletin board

TYPICAL VOLUNTEERS ASSIGNMENTS, RESPONSIBILITIES, AND/OR TASKS:

- Read to children
- Conducts individual and/or small group tutoring sessions.
- Conducts educational workshops.
- Assists in tracking and maintaining a computerized records database of individual student progress, including academic achievement, enrollment retention, graduation and transfer.
- Works with and/or demonstrates various types of audio-visual materials, computer applications, and other materials or delivery systems used in an instructional program.
- Assists in coordination, design, and implementation of an effective curriculum to enhance the academic skills of program participants.
- Administers scores and evaluates educational assessments.
- Diagnoses student tutorial needs.
- Assists in the development of educational action plans.
- Develops and implements supplemental curricula, materials and instruction for basis skills courses.
- Assists in the recruitment of program students.
- May supervise other volunteers and student assistants.
- Performs other related duties as assigned.

EXPECTATIONS FOR OUR VOLUNTEERS AND MENTORS:

- Be responsible.
- Keep promises and commitments with staff and students.
- Generates respect and trust
- Gives emotional support
- Advocates for the student's best interest
- Assists students to think like winners
- Fosters self-esteem
- Teaches by example and direction
- Acts as a positive role model
- Has something positive to contribute
- Participates in activities designed to motivate students
- Listens without judging
- Discusses career-related topics
- Listens to personal problems
- Gives advice on how to avoid or reduce problems
- Does fun things
- Tutors and helps build good study and work habits
- Wants to make a positive difference in the lives of young people



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VOLUNTEER OPPORTUNITIES – LOCATIONS AND TIME

Esperanza's Tutoring Schedule for 2008/2009 for Grades: K – 8

Buhrer on Mondays and Wednesday

School:	Buhrer	
Address:	1600 Buhrer Avenue Cleveland, OH 44109	Ward: 14
Principal:	Janis Arnold	
Grades:	K - 8	
School Hours:	9:30 AM to 4:00 PM	
Phone:	(216) 621-8893 Fax: (216) 623-3756	
Esperanza's Days:	Monday and Wednesday	
Esperanza Tutoring:	9:00 AM to 12:00 PM at Buhrer for both Prime Time & SISCO <input type="checkbox"/> Prime Time AM – Contact: John Pianca @ 216-651-7178 or john@esperanzainc.org <input type="checkbox"/> SISCO AM – Contact: Michelle Pizzuli @ 216-651-7178 or michelle@esperanzainc.org	
After-school:	4:00 to 6:00 PM at Buhrer for Prime Time <input type="checkbox"/> Prime Time PM – Contact: John Pianca @ 216-651-7178 or john@esperanzainc.org 3:30 to 5:00 PM at Esperanza for – SISCO I & II <input type="checkbox"/> SISCO After-School – Contact: Michelle Pizzuli @ 216-651-7178 or michelle@esperanzainc.org	

Gallagher on Tuesday and Thursdays

School:	Joseph M. Gallagher	
Address:	6601 Franklin Boulevard Cleveland, OH 44102	Ward: 17
Principal:	Natividad Pagan	
Grades:	K - 8	
School Hours:	8:00 AM - 2:30 PM	
Phone:	(216) 961-0057 Fax: (216) 634-2353	
Esperanza's Days:	Tuesday and Thursdays	
Esperanza Tutoring:	8:00 AM to 11:30 AM Prime Time & SISCO @ School's Library <input type="checkbox"/> Prime Time AM – Contact: John Pianca @ 216-651-7178 or john@esperanzainc.org <input type="checkbox"/> SISCO AM – Contact: Michelle Pizzuli @ 216-651-7178 or michelle@esperanzainc.org	
After-school:	@ The School's Library - 2:30 PM to 4:30 PM - Prime Time <input type="checkbox"/> Prime Time PM – Contact: John Pianca @ 216-651-7178 or john@esperanzainc.org @ Esperanza – 3:30 PM to 5:00 PM – SISCO I & II <input type="checkbox"/> SISCO After-School – Contact: Michelle Pizzuli @ 216-651-7178 or michelle@esperanzainc.org	

Computer Training		Location:
Day & Time: Monday to Thursday: 9:30 to 7:30 PM Friday: 3 to 5 PM (Must speak Spanish, Class is in Spanish)	Support Possibilities: Tutoring in Excel, Word, Power point	3104 W.25th Street 4th floor Cleveland, OH 44109 (216) 651-7178
Non-Profit Management: Providing Research and Administrative Support		Location:
Day & Time: Monday to Friday 9:00 AM to 6:00 PM	Support Possibilities: Research, Administrative, Grant Writing, Accounting and Financial Management, Public Relations	3104 W.25th Street 4th floor Cleveland, OH 44109 (216) 651-7178



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REQUIREMENTS

- To complete a **Volunteer Application**
- Read and sign the **Volunteer Standards of Behavior & Service Recipient Protection** sections included with your volunteer application.
- Must have education beyond High School
- Must be willing to attend 1.5 hour "Cleveland Reads" Tutoring Training
- Be highly structured and organized
- Excellent written, verbal, and interpersonal communication skills
- Demonstrated ability to interact with individuals from diverse and multi-ethnic backgrounds
- Must be pass "background" Check

Expectations & Code of Conduct

- To be courteous
- To dress business casual, however, no caps, hats, jeans, sneakers.
- To encourage students to learn
- To be present and on time
- To be a role model for our students
- To provide assistance to Program Coordinators
- To be present at monthly meeting
- To be an ambassador for Esperanza and Education

VOLUNTEER STANDARDS OF BEHAVIOR

This Standards of Behavior is a contractual agreement accepted by volunteers who commit to an Esperanza program. The Standards of Behavior shall guide volunteer's behavior during their involvement in Extension programs. Just as it is a privilege for Esperanza to work with individuals who volunteer their time and energies to the organization, a volunteer's involvement with Esperanza is a privilege and a responsibility, not a right.

Esperanza provides quality educational programs accessible to the Hispanics and the local community. The primary purpose of this Standard of Behavior is to insure the safety and well being of all Esperanza program participants (i.e., students, their parents and families, professionals, and volunteers). Volunteers are expected to function within the guidelines of Esperanza and the individual program areas. Esperanza's volunteers shall be individuals of personal integrity.

Esperanza's volunteers will:

- Uphold volunteerism as an effective way to meet the needs of youth and adults.
- Uphold an individual's right to dignity, self-development, and self-direction.
- Accept supervision and support from professional Esperanza staff while involved in the program.
- Accept the responsibility to represent their individual program and the Esperanza's program with dignity and pride by being positive mentors for the youth with whom they work.
- Conduct themselves in a courteous and respectful manner, exhibit good sportsmanship and provide positive role models for all youth.
- Respect, adhere to, and enforce the rules, policies, and guidelines established by Esperanza.
- Not engage in abusive behaviors that physically or verbally threaten or harm any Esperanza program participant, including youth.
- Not commit a felonious act.
- Comply with all civil rights laws and policies, including but not limited to Esperanza's equal opportunity, anti-



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discrimination laws, and program participant protection policy.

- Perform duties in a responsible and timely manner
- Report immediately any threats to the volunteer's or staff's emotional or physical well being to the Esperanza's professional.
- Accept the responsibility to promote and support Esperanza's programs.
- Handle animals and operate machinery, vehicles, and other equipment in a responsible manner.

Service Recipient Protection

- Volunteers will not intentionally or purposefully place themselves in a position alone with a member of a vulnerable population, in a one-on-one situation, including, but not limited to, sharing close quarters with Esperanza's program participants.
- Volunteers will endeavor to provide safe and healthy programs for all participants. In cases of illness or injury, participants will be treated on-site by the appropriate health care provider or taken to an appropriate health care provider if necessary, when a legal parent, guardian or caregiver is not available for consultation.
- Volunteers, will not, under any circumstances, physically, verbally or emotionally abuse, or fail to provide the basic necessities of care, such as food or shelter Esperanza's program participants, protection policy outlined above.

A volunteer application can be downloaded from our website:

www.esperanzainc.org

Thank You



3104 W.25th Street, 4th floor, Cleveland, OH 44109

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