

# TENNIS & LEARNING CENTER TUTORING HANDBOOK



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## MISSION STATEMENT

**THE MISSION OF SAN FRANCISCO  
RECREATION AND PARKS DEPARTMENT TLC  
PROGRAM IS TO IMPROVE YOUTH  
OUTCOMES BY PROVIDING PROGRAMS TO  
SAN FRANCISCO'S MOST IN- NEED  
COMMUNITIES WHICH PROMOTE ACADEMIC  
ACHIEVEMENT, HEALTH AND WELLNESS, AND  
SOCIAL/EMOTIONAL DEVELOPMENT,  
THROUGHOUT THE SPORT OF TENNIS.**

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### *Vision*

TLC's programs are motivated by the desire to provide underserved youth with recreation opportunities and educational support not otherwise readily available. At the heart of our programming is the belief that providing youth with access to positive relationships and inspiring experiences will promote healthy youth development and improve their long-term outcomes.

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# WELCOME VOLUNTEERS

Welcome to the Sports and Athletics division of San Francisco Recreation and Park Department (SFRPD) Tennis and Learning Center Afterschool Program. As a Department, we appreciate your time and talents to help us serve the wide range of participants from our surrounding communities. TLC is like an extended family that is always willing to help each other out. Just like you, it is our passion to serve selflessly while actively providing exceptional academic support for all our students. We welcome many people from different diverse backgrounds whose main goal is to give back to the youth in a positive and constructive manner. Participants show up to our program because they know passionate and committed individuals have made the commitment to serve, facilitate, coach, mentor, and engage.

San Francisco Recreation and Park Department views volunteers' involvement as essential to the vision, spirit, and quality of life in San Francisco. Volunteers bring new ideas, energy, and a community perspective to the decision-making process.

The Tennis and Learning Center after school program hopes you find this experience as a volunteer highly rewarding and is excited to have you and your talents.

Thank you again for your willingness to serve with us.

-TLC Staff

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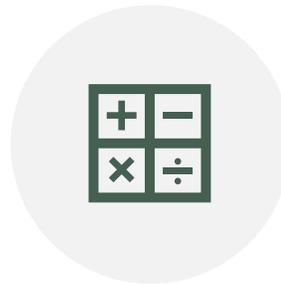
## TENNIS & LEARNING BACKGROUND

THE PURPOSE OF THIS HANDBOOK IS TO GUIDE VOLUNTEERS THROUGH THE PROPER STEPS TO BECOME A TENNIS AND LEARNING CENTER AFTER SCHOOL PROGRAM VOLUNTEER.



THE TENNIS AND LEARNING CENTER AFTER SCHOOL PROGRAM IS A PROGRAM THAT FOCUSES ON READING, WRITING, AND MATH. THE TLC PROGRAM CURRENTLY WORKS WITH KINDERGARTENERS THROUGH FIFTH GRADERS WITH VARIOUS BACKGROUNDS, AND DEVELOPMENTAL SKILL LEVELS.

WE ALSO HAVE A MIDDLE SCHOOL SITE THAT HOST STUDENTS IN GRADES 6<sup>TH</sup>-8<sup>TH</sup>



The **TLC Elementary sites** run from 3-6pm, Monday through Friday. Our **Middle school site** runs from 4pm-7pm, Monday through Friday.

Tutoring times vary from site to site. When choosing the student, you are interested in tutoring, please make sure it is a schedule you can commit to.



THE TENNIS AND LEARNING CENTER PROGRAM KEEPS AN OPEN LINE OF COMMUNICATION WITH STUDENTS' PARENTS/GUARDIANS, TEACHERS, AND PRINCIPALS.

THE MAIN GOAL OF THIS AFTER SCHOOL PROGRAM IS TO HELP THESE STUDENTS SUCCEED ACADEMICALLY AND CONTINUE TO LEARN THROUGH TENNIS WHICH REQUIRES EXCEPTIONAL MENTAL AND PHYSICAL CAPABILITIES FROM THE INDIVIDUAL ATHLETE..

## **TENNIS & LEARNING CENTER DUTIES**

THE TENNIS AND LEARNING CENTER (TLC) REQUIRES ALL STAFF AND VOLUNTEERS TO ACT IN AN APPROPRIATE AND PROFESSIONAL MANNER. THE TLC PROGRAM REQUIRES THE STAFF AND VOLUNTEERS TO KEEP AN OPEN LINE OF COMMUNICATION AND ANSWER ANY QUESTIONS THAT MAY ARISE.

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Communicate with Site Director if having any issues.

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Be prepared for one-on-one tutoring.

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Be prepared to end tutoring session after 30 minutes.

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Engage w/ students

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Keep conversations about tutoring

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Reading with Students (making sure they are sounding out words correctly)

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Completing Daily Tutor Logs

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**Tutor can end session early if:**

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Students are not prepared & are wasting time

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Students not responsive and don't communicate

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# VOLUNTEER EXPECTATIONS

- Be a good listener with the students.
- Be kind and use manners with students, parents/guardians, and staff.
- Be respectful and professional (clothing, and language)
- Be prepared for one-on-one tutoring.
- Logging Tutor Logs Daily

## TLC SITES

### Elementary Site – K-5<sup>th</sup>

(Bilingual Spanish & Cantonese speaking preferably)

**Palega Recreation Center 500 Felton Street SF CA**

Director: Elora Belt  
Feeder School: Hillcrest

### Elementary Site- K-5<sup>th</sup>

**Hamilton Recreation Center 1900 Geary Street SF CA**

Director: Kanisha Burdeen  
Feeder School : Rosa Parks

### Elementary Site- K-5<sup>th</sup>

(Bilingual Cantonese preferably)

**Betty Ann Ong Rec Center  
1199 Mason Street SF CA**

Director: Maggie Scott  
Feeder School : Gordan J Lou

### Elementary Site K-5<sup>th</sup>

**Youngblood Coleman Rec Center  
1400 Hudson Street SF CA**

Director: Sharnae Springfield  
Feeder School: George Washington Carver

### Middle School Site: 6<sup>th</sup>-8<sup>th</sup>

**Golden Gate Park Tennis Center  
50 Bowling Green Drive SF CA**

Director: Jamila Perlas  
Feeder School: Rooftop, Presidio, Claire Lilienthal, Marina, and Roosevelt Middle School

# ONBOARDING PROCESS

Email Program Coordinator Channing Hale  
@ [channing.hale@sfgov.org](mailto:channing.hale@sfgov.org)

Complete Volunteer  
Application

All volunteers must  
be vaccinated in  
order to participate  
(we will need copy of your  
vaccination card)

Select Location,  
Days, Time  
Availability &  
Student profile

We look forward to  
you joining the  
team !!!!!

