



CLASS Volunteer Literacy Tutor

JOB TITLE	CLASS Volunteer Literacy Tutor
PURPOSE	To assist an adult learner to meet his/her needs and personal goals in developing/improving reading, writing, math skills or the English language.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. To meet with the literacy coordinator to be matched with a student. 2. To attend orientation and training sessions as required. 3. To assist the student in development and implementation of an individualized literacy program. 4. To maintain regular contact with the coordinator to discuss the student's program and activities. 5. To encourage and support the student in developing his/her potential. 6. To prepare lessons for each session and maintain a tutor log book for your own records. 7. To record hours on a timesheet on a monthly basis and report these hours to the coordinator. 8. To maintain appropriate confidentiality.
TIME REQUIREMENT	<ul style="list-style-type: none"> ○ Recommended : 1-2 times per week for tutoring 1 to ½ hours ○ Preparation time to prepare lessons (usually 1 hour per week) ○ Tutor a student (or students) for at least 6 months ○ Once a month Tutor Luncheons if possible
SKILLS AND QUALIFICATION	<ol style="list-style-type: none"> 1. Ability to communicate effectively in English 2. Interest in and ability to work with adults. 3. Ability to commit to times outline in job description. 4. Interest in promoting literacy. 5. Ability to be flexible and patient with adult learners
ORIENTATION AND TRAINING	<ul style="list-style-type: none"> ○ Orientation ○ ESL Training Online Training ○ Online Webinars (if possible) ○ Tutor Luncheons
BENEFITS	<ul style="list-style-type: none"> ● Allows creativity in learning and communication ● Provides access to professional development through training, workshops and conferences that are partially funded ● Promotes personal growth and social functions ● Provides recognition and feedback which build self-esteem ● Allows for the development of a variety of skills and experience ● Provides the satisfaction of helping others ● Provides the chance to participate in a mutual learning experience

