

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 RESPONSIBLITIES	 To meet with the literacy coordinator to be matched with a student. To attend orientation and training sessions as required. To assist the student in development and implementation of an individualized literacy program. To maintain regular contact with the coordinator to discuss the student's program and activities. To encourage and support the student in developing his/her potential. To prepare lessons for each session and maintain a tutor log book for your own records. To record hours on a timesheet on a monthly basis and report these hours to the coordinator. To maintain appropriate confidentiality.
TIME REQUIREMENT	 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	 Ability to communicate effectively in English Interest in and ability to work with adults. Ability to commit to times outline in job description. Interest in promoting literacy. Ability to be flexible and patient with adult learners
ORIENTATION AND TRAINING	 Orientation ESL Training Online Training Online Webinars (if possible) Tutor Luncheons
BENEFITS	 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

	 Offers a chance to have fun while learning a new skill
	Offers a chance to meet new people
	 Offers access to a group of people who share a common concern in literacy
	Improves community spirit (C. Ball)
SUPERVISION	 Report hours, progress and incidents to Literacy Coordinator every three months or as needed to Literacy Coordinator.
AUTHORITY AND	The tutor is responsible for contacting the Literacy Coordinator if he/she faces
DECISION	difficulties relating to tutoring. All another aspects of tutoring (location, time,
MAKING	learning goals, etc.) must be decided jointly by the tutor and the learner.
WORKING	Tutoring sessions will be held in any public place that is appropriate for
CONDITIONS	learning. Unless approved by CEO, isolated places are not accepted due to risk
	management issues.
CLASS volunteer	1. Application Form
Tutor Screening	2. Interview
Policy	3. Confidentiality Code
	4. Tutoring Agreement
	5. Criminal Record Check
	6. 2 reference contacts
AGREEMENT	
Signatures	
Date	Volunteer Tutor Literacy Coordinator
Review of	
Agreement (6	
months time)	
Signatures	
Date	Volunteer Tutor Literacy Coordinator