

VOLUNTEER TUTOR (in one-to-one or small group situations) (Reprinted with kind permission of Kingston Literacy)	
PURPOSE	To tutor an adult learner or a small group of learners in reading, writing, and in some cases, basic math.
JOB DESCRIPTION	<ul style="list-style-type: none"> • set goals and plan a learning program with the student • find and prepare teaching material that suits the student's ability, goals and interests • tutor the student once a week at the Centre (in subjects that may include reading, writing, math, computer skills and life skill) • maintain a positive, warm attitude that encourages the student to learn • inform staff at the Centre about changes in meeting times complete weekly tutor reports • discuss the student's progress with the tutor coordinator; discuss problems/issues when they arise • attend various in-service workshops and tutor discussion groups • keep a record of volunteer hours with the Centre • reports to Tutor Coordinator (who matches new tutors and students and provides ongoing)
REQUIREMENTS	<ul style="list-style-type: none"> • patient, open-minded, flexible attitude • willingness to try new and creative ways of teaching • understanding student-centred approach to teaching and learning • good verbal skills; good listening skills • ability to work independently and provide support to student • good basic skills in reading, writing and/or basic math • ability to be on time for weekly appointments • respect for confidentiality • basic computer skills are helpful but not absolutely necessary • completion of tutor training (some tutors may begin tutoring before tutor training is finished depending on their experience, at the discretion of staff)
TIME REQUIRED	<ul style="list-style-type: none"> • two hours of tutoring per week • planning and preparation: 1/2 hour to one hour per week • long range: one year commitment preferred (minimum of eight months) • 12 hours of basic tutor training; 4-6 hours or workshops after tutoring begins 