**Reference Check for Community Adult Learning Program**

Volunteer name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Introduce yourself as the program coordinator for the Community Adult Learning Program. Explain a bit about your program and indicate that (volunteer name) has applied to be a volunteer tutor with the program. [volunteer name] has provided your name as a reference on the volunteer application form. Would you mind answering a few questions?

1. How long have you known [volunteer name]? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. How do you know [volunteer name]? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Community Adult Learning Program matches volunteer tutors with adult literacy and foundational learners one on one or in small groups.

1. What qualities do you think [volunteer name] brings to this role?
2. In your opinion what makes [volunteer name] a good fit to lead one on one or small group learning?

Volunteer tutors meet with their learners for one to two hours per week for a minimum of six months. The program coordinator is unable to directly supervise these meetings and, as a result, the program values volunteers who are reliable, flexible and self-directed.

1. Can you speak to how [volunteer name] embodies these qualities?
2. Is there any reason you can think of that might prevent [volunteer name] from fulfilling this time commitment?

The Community Adult Learning Program creates a safe and welcoming space for learners. The success of a match is reliant on the relationship and rapport developed between the volunteer tutor and learner(s).

1. Can you comment on [volunteer name]’s ability to build positive relationships?
2. How do you think [volunteer name] will connect to a vulnerable or barriered learner?

Volunteer tutors are often responsible for setting appropriate boundaries to ensure that the weekly learning remains focused on literacy and foundational learning.

1. Would you describe [volunteer name] as an individual who can establish healthy boundaries in a professional relationship? Feel free to provide an example.

In this program, we are looking for volunteer tutors who can support adult learners with a variety of foundational learning needs: reading, writing, speaking, listening, numeracy and basic digital skills.

1. Which of these categories would you classify as strengths of [volunteer name]?

There is a possibility that [volunteer name] would be matched with an English Language learner looking to improve his or her oral communication skills.

1. Would you describe [volunteer name] as fluent in English?