



# VOLUNTEER TUTOR DESCRIPTION

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## Role

To assist an adult learner in improving reading, writing, math and/or assisting with improving English language skills.

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## Responsibilities

- Attend tutor orientation and tutor training workshops.
  - Discuss with the adult learner a time and location that suits both people.
  - Foster an environment that makes the learner feel comfortable and able to learn.
  - Plan, prepare and give lessons that support the learners' goals, learning needs and interests.
  - Communicate on a regular basis with the literacy coordinator.
  - Report immediately to the coordinator regarding any problems that arise or if the tutoring is terminated.
  - Participate in project evaluation.
  - Keep records of the learner's progress, lesson times, tutor hours, preparation and travel time.
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## Time Commitment

- **Training Time:** attend orientation workshop and tutor training workshops
  - **Tutoring Time:** The time commitment varies for each student-tutor pair and depends on the student's aspirations. Typically, tutoring time requires one to two hours per week plus time for lesson planning. A minimum commitment as a tutor is six months.
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## Support Provided

- Orientation and tutor training workshops.
  - Learning resources collection in the Parkland Adult Literacy office.
  - Consultation with the literacy coordinator (re: resources, methods, activities...)
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## Qualifications

- Proficiency in reading and writing skills.
  - Empathy, patience and enthusiasm.
  - Culturally sensitive and enjoy working with people from other countries.
  - Willingness to commit to the tutor responsibilities.
  - Minimum grade 12.
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