Community Adult Learning Program
Volunteer Tutor Application Form

Name:

Contact:

       Mailing address:

       Home phone:

       Cell phone:

       Email:

How do you prefer to be contacted?

- ☐ Home phone
- ☐ Cell phone
- ☐ Text
- ☐ Email
- ☐ Other _____

Ask volunteers to be clear about how and when they would like the learner to contact them. If they are concerned that the learner might over contact them, texting or emailing can be less disruptive to their work or home life.

In case of an emergency, who should we contact?

Name:
Relationship to you:
Contact:

About You:

Year of Birth or Birthdate:

Gender Identity:

- ☐ Male
- ☐ Female
- ☐ Other
- ☐ Prefer not to disclose

Education:

- ☐ High school
- ☐ Post-Secondary
- ☐ Other _____

Tutors do not need a post-secondary education to be effective. Instead, look for tutors that have a higher skill level in the Literacy and Foundational Learning category they will be tutoring.

Current or most recent occupation: _____

Hobbies and interests: _____

Previous volunteer experience: _____

Professional educators are often great volunteers but a formal education background is not a necessary requirement to fill the role of volunteer tutor. A wide range of volunteers' background knowledge and experiences will be valuable in the tutoring setting. Dig in to find out what skills they have that will benefit them and a learner. Non-formal skills are often great testaments to an individual's commitment to continuous learning. In addition, it can be helpful to know that a volunteer is a passionate home cook when matching a learner who has expressed a desire to read recipes. Similarly, it likely will be easier to build rapport between a volunteer tutor and adult learner who have both expressed a similar hobby or interest.

Please tell us more about why you are interested in volunteering with the Community Adult Learning Program. Select your primary motivation:

- ☐ I want to contribute to my community
- ☐ I want to make use of my personal skills and experience
- ☐ I have a personal connection to literacy and foundational learning
- ☐ Other _____

Tutoring Preferences:

The Community Adult Learning Program provides support to adult learners in the following Literacy and Foundational Learning categories. Please select all categories that you are interested in tutoring:

- ☐ Adult Literacy
- ☐ Numeracy
- ☐ English Language Learning
- ☐ Basic Digital Skills
- ☐ Skills for Learning

The Community Adult Learning Program offers one on one and small group tutoring. Please indicate your preference:

- ☐ One on one
- ☐ Small groups
- ☐ Both

Do you have experience tutoring in a one on one or small group setting?

- ☐ Yes
- ☐ No

If yes, please provide an example. _____

Location:

Meeting space is an important consideration. Do you have a designated meeting space(s) for one on one matches in your community? Criteria includes accessibility (transit, free parking), public and free to use (examples: school, coffee shop, CALP office and Library).

Please select the community or communities where you are interested in volunteering.

- ☐ Rural 1
- ☐ Rural 2
- ☐ Rural 3
- ☐ Rural 4

The Community Adult Learning Program encourages tutors to meet with their learners at LOCATION 1, LOCATION 2 or LOCATION 3. Which location is most convenient for you?

- ☐ LOCATION 1
- ☐ LOCATION 2
- ☐ LOCATION 3

Availability:

Many volunteer tutors appreciate the flexibility of creating their own schedule when considering a long-term volunteer commitment. Feel free to include wording like the following on your volunteer application form or position description "Volunteer tutors are encouraged to work directly with the learner they are paired with when scheduling time away from the program. If the time away exceeds one month, please inform the volunteer coordinator who may be able to find a substitute volunteer to work with the learner." One of the great strengths of the volunteer tutor program is the flexibility it provides for both volunteers and learners.

"CALPs ask for a minimum commitment from both tutors and learners but appreciate that there are things that are beyond any individual's control. Instead, life happens. Please communicate with the program coordinator immediately if you or your learner are having difficulty maintaining your commitment to the program."

The Community Adult Learning Program asks for a minimum volunteer commitment of 6 months. Please indicate your long term availability to this program:

- ☐ 6 months
- ☐ 12 months
- ☐ 18 months
- ☐ Longer

"Most learners come to our program with low self-confidence, especially in themselves as a learner. Over time, you will build a strong relationship that will positively impact their learning. Did you know that adult learners self report an increase in confidence before they make significant gains in acquiring or building foundational skills? We want to give you and your learner time to build that relationship and introduce skill development."

Volunteer tutors meet with their learners once per week for approximately 1 to 2 hours. Which day(s) are you available to tutor?

☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday
☐ Sunday

What time(s) are you available to tutor?

☐ Morning (9am – noon)
☐ Afternoon (noon – 4:30 pm)
☐ Evening (4:30pm – 9pm)

"Both you and the learner you are working with will be encouraged to spend additional time each week preparing and reinforcing your weekly learning. We use the phrase 'everyday literacy practice'. Think of creative ways to encourage your learner to practice their learning throughout the week: flip through the community newsletter, do a simple crossword or math puzzle, read to their child etc."

Recognition:

How would you like to be recognized for your contributions to our Community Adult Learning Program?

☐ Words
☐ Photos
☐ Small token of appreciation
☐ Training
☐ Connecting with other volunteers

It is worth asking and making note of a volunteer's preferred recognition strategies during the screening process. In an interview, ask a prospective volunteer to share a moment of recognition that was most meaningful to them. Also, find out if they prefer individualized recognition (private) or group recognition (public).

References:

Reference 1   Name:

               Relationship to you:

               Contact information:

Reference 2   Name:

               Relationship to you:

               Contact information:

How did you hear about us?

Thank you for completing this volunteer application form. Please tell us how you heard about this volunteer opportunity:

☐ OPTION 1
☐ OPTION 2
☐ OPTION 3
☐ Other _____

Explain the next step(s) in your CALPs screening process. You may also want to reinforce that, "To successfully match tutors with learners we consider many things. Personality, relevant skills and learning needs take precedence over location and schedules. As a result, it may take time to make the best match. Based on our discussion, I hope you understand the process and are willing to wait."