

Volunteer Job Description

Position: Adult Tutor

Location: The Gateway Centre for Learning office is recommended, however, tutoring may take place in a mutually agreed-upon public location.

Purpose: To help adults with low literacy skills acquire and/or improve basic reading, writing, math and computer skills needed to function successfully in society.

- a) Establish a learning relationship with an assigned student(s) based on mutual respect and a shared commitment to work together to achieve identified goals
- b) Plan, prepare and deliver student-centred learning activities and lessons
- c) Evaluate and recognize progress towards the student's learning goals
- d) Comply with administrative requirements of the program
- e) Contribute to the ongoing improvement of the program

Qualifications:

- a) A tutor should be dependable and interested in people
- b) Sensitive to others, a good listener, literate in English (professional training or experience not necessary)
- c) Flexible, patient, optimistic, friendly, non-judgmental, open-minded, and have a sense of humour
- d) Clear Volunteer Police Screening/Criminal Reference Check

Commitment: The frequency and length of the tutoring sessions is determined by the tutor and the student together, typically one to two hour lessons, once or twice weekly. A minimum one-year commitment is preferred.

Training: Literacy tutor training workshop by a Laubach Literacy Ontario certified trainer

Other: This position generally works under the supervision of the Adult Literacy Basic Skills Program Coordinator. For more information please contact Christa Porter (apc@gatewaycentreforlearning.ca)