

VOLUNTEER TUTOR DESCRIPTION

Role

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

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 liaison.
 - Report immediately to the literacy liaison 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: 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 TriCALA office.
 - Consultation with the literacy liaison (re: resources, methods, activities, etc.)
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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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