

## **Volunteer Tutor Position Description**

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### **Summary**

Literacy Council tutors are volunteers who have received fifteen hours of professional training in our accredited program to work with adult students either one-on-one or in a small group to teach basic reading, writing, and math skills or English for Speakers of Other Languages (ESOL). Tutors employ a variety of teaching techniques to create a highly individualized learning environment based on student goals, abilities, and learning style.

### **Responsibilities**

#### ***Instruction***

- Meets with his/her student weekly for at least nine months at a mutually convenient time and place. Adult Ed tutors meet twice a week for one hour each time. ESOL tutors meet two hours per week.
- Uses level-appropriate teaching techniques and curriculum materials provided by the Literacy Council, as well as other supplemental materials and methods necessary to help students achieve their goals.
- Provides moral support and encouragement to students.

#### ***Lesson Planning***

- Develops lesson plans tailored to his/her student's level, goals, and learning style. Small group tutors develop lesson plans appropriate for the entire group.
- Takes time before each tutoring session to prepare the lesson.

#### ***Progress Evaluation and Testing***

- Maintains contact with the Program Coordinator to get advice on materials and teaching techniques that will aid students in their studies.
- Keeps the Program Coordinator informed of students' progress, successes, problems, or issues.
- Administers the annual CASAS test to the student.

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### ***Record Keeping and Administration***

- Maintains accurate records of tutoring hours and student progress using the Weekly Tutor Log or the Small Group Attendance Sheet. Submits these reports to the Literacy Council office quarterly on designated due dates.
- Completes the annual Student Achievement and Advancement Report to document student progress toward goals and objectives.
- Maintains direct contact with student to confirm or change meeting date, time, or location.
- Notifies the Program Coordinator of changes in student's contact information (name, address, phone number), tutoring schedule, or tutoring location.
- Promptly notifies the Program Coordinator if he/she wishes to discontinue working with a student or if the student wishes to discontinue instruction.
- Adheres to the Tutor Agreement Form and the Home Study Disclaimer.

### ***Ongoing Tutor Training and Development***

- Periodically attends topic-based in-service training sessions led by the Program Coordinator.

### **Qualifications**

Prospective tutors should have the following qualifications:

- At least 18 years of age.
- High school graduate or GED equivalency desired.
- Attendance at Volunteer Orientation and Tutor Training sessions.
- Commitment to volunteer tutoring for 9 months, 2 hours per week.
- Ability to communicate clearly.
- Patience.
- Willingness to help and encourage adult learners.
- Be comfortable speaking, reading, and writing English. (It is not necessary to be able to speak another language.)

### **Commitment**

Tutors commit to nine months, two hours per week, of student tutoring at a mutually agreeable time of day, day of week, and location.