

JOB DESCRIPTION—VOLUNTEER TUTOR

Type of Work: Volunteer Reading Tutor.

Purpose: To help an adult sixteen years of age or older to acquire basic reading and writing skills to meet self-identified goals.

Training: 12 hour pre-service basic literacy tutor workshop required; participation in in-service training sessions.

Place of Work: One-to-one tutoring will occur in a neutral place in the community such as the library branches or a church. **(Volunteers must not plan to meet at the student or volunteer's home or provide student transportation in a private vehicle!)**

Hours: The volunteer tutor and student should meet once or twice weekly for 1 to 1½ hours each time. Schedule is to be determined by the tutor and student.

Duration of Work: After a volunteer has been matched with a student, the volunteer should plan to work with that student for at least nine months.

Volunteer Duties: Provide encouragement and support by:

1. Helping the student develop confidence and a positive attitude toward learning by affirming their thinking and progress in the lesson.
2. Showing respect for the student by listening to what he/she has to say and by involving him/her in decisions about the learning process.
3. Selecting materials and approaches that are suitable to the student's skill level and needs and giving praise whenever the student is successful.
4. Encouraging the student to respond to difficult materials by being supportive rather than critical of his/her mistakes.
5. Seeking to understand the psychological, emotional, and physical problems that may cause a student to have difficulty learning to read.
6. Meeting regularly and punctually.

Volunteer Qualifications:

1. Dependable and prompt.
2. Interested in and enjoys relating to a variety of people.
3. Willingness to maintain the confidentiality of the lesson.
4. Literate (professional training is unnecessary).
5. Flexible, friendly, patient and optimistic.
6. Sense of humor is helpful.

Fringe Benefits:

1. Altered perception of the world.
2. Increased understanding and appreciation of different values and lifestyles.
3. Increased skill in creative problem-solving.