

Volunteer Adult Literacy/ESL Tutor - Job Description

Role:

To assist an adult learner to speak, read and write English more proficiently. Some literacy students also need help with mathematical skills, filling out forms, taking word order and so on. Tutoring is usually on a one-to-one basis, once per week for approximately two hours. The tutor and student together will arrange the time and location of their sessions.

Qualifications:

Proficient and confident in reading, writing and speaking English. Able to demonstrate empathy, patience, enthusiasm and creativity.

Is supportive, flexible, dependable and interested in learning about other people and other cultures.

Responsibilities:

- Attend foundational tutor orientation/training;
- Attend in-service training such as professional development opportunities provided by the Society as they arise;
- Assist students to define and meet their individual goals, including setting time lines;
- Plan relevant lessons;
- Create a comfortable environment;
- Respect and maintain confidentiality of students;
- Involve students in choosing material and evaluating lessons;
- Provide literacy coordinator with accurate, monthly documentation:
 - a) regularly report tutor hours, activities, student's progress (these statistics are needed for a report to Alberta Advanced Education at the year's end)
 - b) immediately report any problems that arise.

Support Provided:

Initial and ongoing training

Learning resources

Consultation with program coordinator

Written recommendations for working with assigned student

Time Commitment:

Minimum of 2 hours per week

NOTE: Matching students and tutors depends on the availability and suitability of both. Tutors are assigned on the basis of availability, tutor interests, abilities and learners' needs. The coordinator is available to assist in acquiring resources, suggesting teaching strategies or dealing with issues in the tutor-student match.