

# Modular Group Tutor

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## *Reports to Modular Group Coordinator*

**Are you an inspiring workshop leader? Do you want to share your skills and experience in order to help other adults? Can you encourage as well as educate?**

We are looking for volunteers to deliver modular programs that are 6-8 week in length and run 2-3 hours per week.

Current Modular Programs include: Customer Service Excellence and POS, Basic Computer Skills, Writing for Success, Employability Success and Reading for Health.

### **Benefits of tutoring Modular Programs:**

- Short-term commitment
- No curriculum development required
- Minimal lesson planning required

### **Volunteer Skill and Requirements:**

- Have strong communication skills
- Be able to develop rapport and connect with a variety of learners
- Be available for at least 6 weeks per year
- Have basic computer skills
- Be able to take direction and work independently

### **Training Required:**

- All volunteers will complete TLG online training
- All volunteers will complete a minimum of 4 hours of mentoring in each modular class they wish to facilitate

### **Role Responsibilities**

- Deliver 2- 3 hours per week of training to a group of pre-assessed adults
- Deliver set curriculum/lessons to adults with varying skills and experience
- Modify delivery style (with TLG staff assistance) to accommodate varying skills of learners
- Provide feedback to TLG program staff for continuous improvement of program