

Modular Group Tutor

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, fluent English communication skills (verbal and written)
- 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