

Volunteer Tutor- Core/Long-Term Group



Reports to Group Coordinator

Are you an inspiring mentor? Do you want to share your skills and experience in order to help other adults? Can you encourage as well as educate? Are you looking for a rewarding volunteer opportunity?

We are looking for volunteers to provide tutoring to small groups of adults who want to improve their reading, writing, math and other Essential Skills to enrich their life at home, work and at school.

Benefits of small group tutoring:

- Earn Laubach Certification
- Work with small groups (5 or less)
- Major assessments performed by TLG staff
- Teaching degree or other qualifications an asset but NOT REQUIRED

Volunteer Skill and Requirements:

- Have patience-some students take longer to reach their goals than others
- Have strong fluent English communication skills (verbal and written)
- Be an excellent listener
- Be able to develop rapport and connect with learners
- Be able to work with people from diverse backgrounds
- Have an understanding of the needs of the student
- Be available for 2 hours per week for 6 months per year
- Have basic computer skills
- Be able to take direction and work independently
- Create lesson plans that motivate and engage the student
- Keep organized records of contact with student

Training Required:

- All volunteers will complete TLG online training
- All volunteers will complete Laubach Certification Workshop (Certification Fee \$25.00)

Role Responsibilities:

- Maintain student confidentiality at all times
- Follow TLG's safety and privacy policies
- Deliver 2- 3 hours per week of small group tutoring
- Follow the individualized learner plan developed by the Group Coordinator
- Develop and deliver customized lesson plans
- Modify delivery style (with TLG staff assistance) to accommodate varying skills and needs of the students in the class
- Encourage the use of written materials and technology during the tutoring process
- Mentor the student in the use of technology for learning and life-skills purposes
- Provide ongoing updates of student progress to the Group Coordinator as needed
- Exchange best practices with peers and staff for further student and professional development
- Inform the Group Coordinator immediately if an uncomfortable or emergency situation arises
- Inform the Group Coordinator immediately if taking a break from tutoring
- Provide feedback to TLG program staff for continuous improvement of program