

Volunteer Job Description

Title: One-to-One Tutor

Time Commitment

- 3 hours per week plus planning time
- You must be available to tutor twice a week on a consistent basis for a minimum 9 - 12 months.

Duties

- Prepare appropriate lessons based on the learner's goals. Review and reinforce learning regularly.
- Remain in touch with the program coordinator. Report tutoring hours, learner progress, successes and challenges on a monthly basis by using our online tutor report form or via telephone or written documentation.
- Accept coaching and assistance from coordinator which may include site visits and review of lesson plans.
- Participate in on-going training as needed.

Qualifications

- Dependable, supportive, patient and flexible individual able to relate to culturally and/or economically diverse individuals
- Able to establish good rapport with learners and respond to their learning needs
- Able to demonstrate good listening skills in a respectful, sensitive, and supportive manner
- Willingness to learn new information and skills
- Respectful of confidentiality

Requirements

- Must be over 18 years old and have already obtained a high school diploma or a G.E.D
- Must view both W.L.C. online orientation videos; successfully complete a screening interview with a WLC staff member; as well as complete online and face-to-face tutor training.

Reports To: Program Coordinator