

Literacy Volunteers' Tutor Agreement

Tutor Qualifications:

1. Read, write and speak English well. (There is no need to speak a second language to volunteer in the English for Speakers of Other Languages program).
2. Possess a High School Diploma or GED equivalent.
3. Successfully complete the LVGS Tutor Training Workshop.
4. Be able and willing to respond to the changing needs of adults and other learners (i.e. flexible, interested, patient).

The Tutor Agrees To:

1. Attend ALL sessions of the tutor training workshop and successfully complete workshop activities.
2. Focus tutoring on the student's goals, needs, learning outcomes and experiences.
3. Tutor a student from the Literacy Volunteers waiting list for a total of 75 hours – minimum face-to-face contact with student is two hours per week, unless assigned for a shorter period in a specific instructional setting.. If you cannot meet this agreement, we ask that you return your training manual and I Speak English and Tutor books so someone else can use them.
4. Maintain a portfolio on the student with whom you are matched including formal assessments and information on student successes, challenges and accomplishments.
5. Report tutoring time, preparation time, and student information on a monthly basis to LVGS. It is important to report the learning outcomes of your student.
6. Report promptly any changes in status of student or self (i.e. termination of tutoring, address change, etc).
7. Attend at least one additional training opportunity per year.
8. Adhere to the tutor safety policies and expectations of Literacy Volunteers of Greater Syracuse

Literacy Volunteers Of Greater Syracuse Agrees To:

1. Train you to effectively tutor learners in the Basic Literacy and English for Speakers of Other Languages Program.
2. Match you with a student or students, or place you in a small group setting.

3. Maintain contact with you through phone calls, e-mails, face-to-face meetings and tutor newsletters and be available to assist you in any way through consulting and lending an ear.
4. Provide tutoring materials and texts, library services, consultation, support, and continuing development seminars and workshops.

Name (please print) _____

Tutor Signature _____
Date _____

Program Manager _____
Date: _____

TOPEKA LITERACY COUNCIL

“Volunteer Tutor Job Description”

- POSITION TITLE:** VOLUNTEER READING TUTOR
- REPORTS TO:** Student-Tutor Coordinator or Office Manager
- PURPOSE:** To help an adult with difficulty in reading and writing improve these skills and widen his horizons through a one-to-one relationship.
- TRAINING:** A basic workshop of approximately 15 hours before assignment.
- TUTORING HOURS:** Two one-hour sessions each week. Time is to be worked out between student and tutor according to needs and availability. The tutoring will normally take place in a public place convenient to both tutor and student. It should offer privacy and freedom from interruptions.
- DURATION OF ASSIGNMENT:** Commitment for a minimum of twelve months to assure a regular and consistent schedule of tutoring and practice and make for the best possible progress for the student.
- DUTIES:** After the basic workshop the tutor is expected to:
1. Provide encouragement and support as a friend.
 - a. Help your student to develop a positive self concept and awareness of self worth.
 - b. Show acceptance of student by listening to what he has to say and demonstrating personal concern.
 - c. Help student to develop a positive attitude toward learning by giving him tasks he is able to perform and by telling him when he has performed well.
 - d. Encourage your student to continue to try more difficult materials by being supportive rather than critical of his mistakes.
 - e. Understand reasons why the student is having trouble in learning to read.
 - f. Meet regularly and punctually.
 - g. Be well prepared for each lesson.
 2. Adapt Laubach Way to Reading materials to meet the needs of the student.
 3. Review with student the work he has done independently.
 4. Report to coordinator or office regularly on student progress and any change in class schedule. Submit calendars **MONTHLY** for council and

community
records.

5. Keep a record of student's progress.

VOLUNTEER QUALIFICATIONS: Dependable and prompt; interested in others and able to relate to them, compatible to their needs; respectful of confidentiality; literate (professional training unnecessary); flexible, friendly, patient and optimistic, with a sense of humor; able to help others strive toward their chosen goals without regard to your idea of what those goals should be.

FRINGE BENEFITS: Heightened perception of the world around you; a deepened understanding of values and life styles different from your own; a broadened imagination for creative problem solving; a strong sense of accomplishment and pride as you student learns to read.

Tutor Job Description
Literacy Program
of the Volunteer Center of Santa Cruz County

Purpose

- English-learning adults can better help their children, sustain their family's health, deal with jobs and promotions, seek new employment, engage English speakers socially and at work, and be exposed to Santa Cruz culture, arts and environs
- Your own life is enhanced on many levels by tutoring an adult to speak, read and write English

Volunteer Qualifications

- Attend our new tutor training
- Patient
- Optimistic
- Have a good sense of humor
- Friendly
- Dependable and prompt
- Able to relate well to a variety of people
- Willing to maintain confidentiality
- Have good listening, speaking, reading, and writing skills
- Flexible
- No prior teaching experience is required. While school teachers have excelled in this program, so have salespeople, architects, artists, engineers, nurses, etc.

Responsibilities

- Meet with your student(s) regularly and punctually
 - Encourage and support them by
 - helping them "learn how to learn," since many have not been exposed to even high school knowledge and skills
 - giving them confidence so they can learn and bloom
 - respecting them and involving them in decisions about the learning process
 - selecting materials and approaches suitable for their ability and needs
 - supporting and praising their efforts
 - guiding them in adopting behavior appropriate to this culture while respecting their original culture
 - meeting regularly and punctually
 - Design lessons based on the needs and interests of the learners.
 - Review homework.
 - Report hours to the literacy office. (You'll get monthly reminders.)
 - Teach and test Survival English objectives
 - *Promptly report to the Literacy Office any learner attendance problems (tardiness or no shows).*

Place of Work

- One-to-one or small-group tutoring in a library, church, work site, resource center, student's home, etc. Some tutors use the Literacy office and student computers

Hours

- Optimally, 1 to 1½ hour twice-weekly; next best once-weekly.
- Time spent preparing lessons varies
- Vacations: tutoring schedules are flexible for both student and tutor vacations.

Length of Commitment

- At least one year, with vacations and appropriate breaks.

Training

- Required volunteer tutor training
- Encouraged participation in tutor salons and program events

Fringe Benefits

- *Satisfaction in knowing that you are truly making a difference*
- *Increased understanding and appreciation of different values, cultures, and lifestyles*
- *Increased skill in creative problem solving*
- *The pleasure of new friendships*
- *Altered perception of the world*
- *Association with some of the finest people in Santa Cruz County*

Adult Literacy Center
Drake University School of Education
Tutor Job Description

Requirements/qualifications

1. Learn independently within a given structure.
2. Work effectively with persons from diverse backgrounds.
3. Communicate respect for others.
4. Recognize and adapt to the needs of the student.
5. Continue with student for one year.
6. Maintain confidentiality about student.
7. Maintain professional conduct at all times.
8. Able to encourage and mentor without becoming personally involved in student's life.

Duties

1. Tutor one to two times per week, one hour per session.
2. When appropriate, use the Wilson Reading System as the instructional method.
3. For English language learners, plan learning activities utilizing reading, writing, and spelling which assist student in making progress toward goals.
4. Attend tutor orientation and training sessions and informal tutor forums.
5. Assist in identifying a student's strengths and needs.
6. Assist the student in setting short term and long term goals.
7. Motivate the student using positive reinforcement and encouragement.
8. Communicate your questions and concerns to Center Coordinator.

LITERACY COUNCIL OF NORTHERN VIRGINIA
JOB DESCRIPTION

Title: BASIC ADULT LITERACY TUTOR

Goals: To provide one-on-one free tutoring to adult English-speakers in reading and writing.

Duties: Meet with your student regularly for tutoring sessions in a public place.

Create student-centered, competency-based lesson plans. Review and reinforce learning regularly. Praise often.

Communicate frequently with appropriate staff.

Submit reports to the Literacy Council at the end of each quarter.

Evaluate and report student progress and achievements. Track your tutor hours and turn in on the Quarterly Report.

Give your student sufficient notice if unable to keep arranged meeting times.

Notify your Placement Advisor promptly when your tutoring begins or ends.

Participate in additional in-service training and Tutor Support meetings.

Qualifications: Dependable, supportive, patient and flexible individual able to relate to culturally and economically diverse individuals.

Able to establish good rapport with students and respond to their learning needs.

Willing to learn new information and skills.

Eligibility

Requirements: Must be at least 18 years old.

Completed high school.

Speak, read and write English fluently.

Complete 10-hour pre-service tutor training workshop at the Literacy Council

Time

Commitment: Available to tutor a minimum of 1½ hours per week on a consistent basis for a minimum of 9 months.