

Tips from Tutor Coordinators to Tutor Coordinators

Retaining Tutors

- ★ *Have a “Senior Advisor” tutor available to provide guidance to other tutors.*
- ★ *Send “Thank You” notes to tutors regularly.*
- ★ *Send Birthday and Christmas Cards to tutors.*
- ★ *Offer trainings every 2 weeks (or as needed).*
- ★ *Provide food.*
- ★ *Have formal recognition 2/year.*
- ★ *Arrange informal tutor get togethers.*
- ★ *Have tutor “reunions”.*
- ★ *Have staff person ~ or volunteer ~to organize and manage various tutor activities.*
- ★ *Give reminder calls for professional development.*
- ★ *Give away shirts with the agency’s logo.*

Recruiting Tutors

- ★ *Flyers in grocery bags.*
- ★ *Send flyers home to parents of elementary school students (work with school guidance counselors).*
- ★ *Make sure the first person that has contact with a walk in potential tutor is welcoming, knowledgeable and knows active tutors by name.*
- ★ *Put flyers in*
 - *Churches.*
 - *Laundromats.*
 - *Barber/Beauty Shops.*
- ★ *Post information on bill boards.*
- ★ *Use tv and radio spots.*
- ★ *Work with outreach specialists.*
- ★ *Ask tutors “If you were trying to recruit new tutors/learners, what are three ways you would try to do that?”.*

Management of Tutors

- ★ *Respect tutor’s time ~ make sure they feel their time is well spent and not wasted.*
- ★ *Have prepared materials available for tutor use.*
- ★ *Provide modern technology such as DVD players, smart boards, i pads, etc.*
- ★ *Teach tutors how to train learners to be good students.*