Volunteer One-to-one Tutor

Reports to Program 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 one-to-one tutoring to 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 one-to-one tutoring:
- Earn Laubach Certification
- Work with one student at a time
- Learner plans and resources provided by TLG staff
- Major assessments performed by TLG staff
- Flexible hours
- 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 communication skills (verbal and written)
- Be an excellent listener
- Be able to develop rapport and connect with learners
- Be sensitive to the needs of the learner
- 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 -12 months per year
- Be able to take direction and work independently
- Create lesson plans that motivate and engage the student
- Keep organized records of contact with student
- Have basic computer skills

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 one-to-one tutoring
- Follow the individualized learner plan developed by the Program Coordinator
- Develop and deliver customized lesson plans based on the learner plan and resources provided
- Modify delivery style (with TLG staff assistance) to accommodate varying skills and needs of the student
- Encourage the use of written materials and technology during the tutoring process when appropriate
- Mentor the student in the use of technology for learning and life-skills purposes when appropriate
- Provide ongoing updates of student progress to the Program Coordinator
- Exchange best practices with other tutors and staff for further student and tutor development
- Inform the Program Coordinator immediately if an uncomfortable or emergency situation arises
- Inform the Program Coordinator immediately if taking a break from tutoring
- Provide feedback to TLG staff for continuous improvement of program