



Job Description – Literacy tutor volunteer

Reference: A Matter of Design – Volunteer Canada

<p>1. Assignment Literacy tutor volunteer</p>
<p>2. Purpose of Assignment To assist adult learners in improving their literacy and learning skills through group or individual tutoring</p>
<p>3. Tasks</p> <ol style="list-style-type: none"> 1. Attend the mandatory 7 hour training session 2. Contact with the learner 3. Meet with learner for 2 hours every week (from October to April) 4. Submit a tutoring session report to the OT each week 5. Participate in follow up meetings and respond to emails and/or phone calls from the person in charge of the tutoring 6. Keep a logbook of attendance and activities completed with the learner, using the forms provided by Frontier College 7. Encourage the learner to submit a writing piece in the Frontier College Magazine 8. Participate in volunteer and learner recognition events.
<p>4. Time Commitment</p> <p><i>Expected number of hours per week:</i> 2 hours per week, plus travel time, for 6 months</p> <p><i>Firm vs. flexible time:</i> N/A</p>
<p>5. Skill Requirements</p> <ol style="list-style-type: none"> 1. Experience and/or interest in literacy and tutoring 2. Desire to learn 3. Open-mindedness and creativity 4. Good knowledge of the English language 5. Flexibility, empathy, reliability
<p>6. Training and Skill Development</p> <ol style="list-style-type: none"> 1. 7 hour basic training session offered by Frontier College on literacy and tutoring

2. Occasional workshops and visits of literacy centres

7. Supervision

Volunteer reports to:

The OT member responsible for adult tutoring

Feedback mechanisms:

Follow up meetings/calls each month and resources and resource person available at the Frontier College offices

8. Authority and Decision Making

The tutor is responsible for contacting an OT member if he/she faces difficulties relating to tutoring. All other aspects of tutoring (location, time, learning goals, etc.) must be decided jointly by the tutor and the learner.

9. Supporting Policies

The tutor must attend the mandatory training and must refer to the tutoring guide which is available on Frontier College website.

10. Working Conditions

Where / what's provided:

Tutoring session can be held in any public place that is appropriate for learning. Tutoring material is available at FC offices and at the Centre for Literacy of Montreal.

11. Benefits

1. A relevant experience in literacy and adult tutoring
2. A relevant volunteer experience in your community

12. Agreement /Approval

Date: _____

Volunteer's Signature: _____

Supervisor's Signature: _____