

Volunteer Tutor Job Description

A tutor's educational background does not matter.

What is important is patience, understanding, persistence, and flexibility.

A tutor should be:

- 18 years or older and have earned a high school diploma or equivalent
- Fluent in English (both oral and written)

A tutor should commit to:

- Sign the following documents:
 - *Statement of Confidentiality*
 - *Waiver of Liability*
 - *Photo Release and Waiver*
 - *Volunteer Assignment Agreement*
- Commit to at least six months of tutoring.
- Meet with a matched student(s), in a public place at least once per week for 2 hours. The Council offers space and has agreements with libraries, churches and local businesses across Union County. Tutors and students are matched in part based on their mutual availability.
- Attend at least one in-service training (continuing education session) per quarter each year. These short sessions (2-4 hours each) expand on basic tutor training subjects, give updates on the latest evidence-based techniques for adult education, and provide a forum for tutors to give feedback for continuous improvement. The Council offers each in-service training twice and strives to have an in-service each month

A tutor's job duties:

- Prepare lesson plans ahead of time. (Training shows you the ropes.)
- Keep a portfolio of your student's progress. (Staff will provide a Student Learning Plan.)
- Submit accurate records of tutoring hours and student progress on reaching goals to the Council by the 5th of each month.
- Discuss problems, concerns, questions and successes with Council staff.
- Let Council staff know of any changes in contact info, meeting locations or other status changes for you or your student