**Volunteer Tutor Job Description**

Reports to: Tutoring Director

Function:

Tutor adult learners in basic skills

As a tutor, you will:

* complete the tutor training.
* meet with your learner **for at least 2 hours per week**, in a public place.
* help your learner work toward their individual goals.
* prepare a lesson and activities for each tutoring session.
* submit the Monthly Tutor Report:
  + Monthly hours (**preparation** and **tutoring**)
  + Learner goals and achievements
* respect your learner’s privacy – follow confidentiality policies.
* contact the Tutoring Director with questions, challenges and to ask for support.
* attend tutor in-services to continue building tutoring skills.
* follow all Volunteer Tutor policies.

To be a tutor, you must:

* be able to tutor your learner for **at least 6 months**.
* complete initial tutor training.
* commit to attending 1 additional tutor in-service per semester.
* submit a Monthly Tutor Report.
* have reliable transportation.
* have a sincere desire to help other adults develop their English communication skills.

As a tutor, you will be:

* viewed as a valuable resource to the agency, staff, and clients
* given meaningful assignments, with effective supervision and participation from staff.
* treated as an equal with coworkers
* recognized for your contributions to our agency.