

READ Saskatoon

It's more than words. 

Volunteer Literacy Tutor Job Profile

Position Description

The READ Saskatoon volunteer trained literacy tutor will work with an adult using the methods and strategies presented during the tutor trainings and supplemental learning opportunities. Helping improve an adult's literacy skills will make functioning in our society easier and will help them realize self-identified goals. The Saskatoon Public Library and READ Saskatoon will provide materials and a place for the literacy tutor and adult learner to meet. The tutor and adult learner will find a time and public location that is convenient for both.

Qualifications

- Interest and/or experience in working with adult learners
- Ability to be flexible and patient with an adult learner
- Desire to learn by facilitating
- Dependable and prompt
- Able to relate well to a variety of people
- Optimistic, patient and adaptive
- Good sense of humour
- Humility
- Strong listening skills
- Pass READ Saskatoon screening process (personal interview, references, criminal record check)
- Ability to maintain confidentiality

Required training

- 2.5 hour orientation
- 6.5 hour literacy tutoring methodology training

Responsibilities

- Contact adult learner within one week of assignment and arrange for mutually-convenient tutoring location and time. Please know READ Saskatoon staff may be available to assist with your first meeting. This will be dependent on staff hours, location, time, scheduling, etc.
- Prepare for lessons with adult learner
- Meet regularly with adult learner
- Encourage and support the adult learner by:
 - Helping them develop confidence and a positive attitude about learning;
 - Respecting them and involving them in decisions about the learning process;
 - Selecting adult materials and approaches that are suitable for the learners' ability and needs;
 - Supporting them and praising them for their efforts rather than criticizing them;
 - Meeting regularly and punctually
- Report hours (tutoring, preparing and "other") and progress monthly to READ Saskatoon Adult Program Coordinator
- Report promptly if you stop working together
- Maintain and improve tutoring skills by attending in-service trainings and conferences

Place of Work

Public locations such as the READ Saskatoon office, public library, coffee shops, etc.

Hours

Recommended: meet with adult learner once a week for 1 – 1.5 hrs/week

Length of Commitment

Minimum of six months

May 10, 2010 (revised & adopted)