

# What is a Volunteer Tutor?

## Purpose:

A one-on-one or small class volunteer tutor, will work with one or more students to help them meet their literacy goals. This involves foundational skills tutoring in reading, writing, listening, speaking, math and/or computers.

## Tutor Qualifications and Character Traits:

- 18+ years of age and high school graduate
- Proficient and confident in English—reading, writing, speaking and/or math.
- Respond creatively and patiently to meet the student’s learning needs
- Sensitive, flexible and understanding of those facing literacy challenges
- Sensitive to different cultures and language backgrounds
- Reliable, trustworthy, non-judgmental, patient and committed
- Acceptable Police, Vulnerable Persons checks are required. Child intervention check may be required .

## Training and Orientation:

- Complete tutor training session and participate in further training as offered.
- Meet with Read On staff for orientation on your assigned student (s). This includes students goals, learning plan, and selection of resources.
- Complete safety orientation.

## Tutoring Responsibilities:

- Set up appointments with your student
- Establish communication routines for you and your student.
- Tutor student in skills they require to meet their literacy goals
- Respect and maintain confidentiality of students at all times.
- Submit tutoring statistics on time.
- Contact Read On staff with questions, if your student is missing classes, or you can no longer tutor.

## Client(s) you will be helping:

- Adults 18 years of age or older who are residents of Alberta and are below a grade 10 level.
- Children of established adult students who are performing below grade and are referred to us by their school teacher.

## Location:

- Tutoring can take place in the library, a public place or online
- Tutors must live close enough to Lethbridge to pick up and drop off materials that will be used with your student (s).

## Time Commitment per week:

- 1.5 hours for One-on-One tutoring (1 hour tutoring plus preparation time), ongoing throughout year.
- 1.5 -3.5 hours for Small class tutoring (1-3 hours tutoring plus preparation time), classes run Feb—Apr, June—Aug, and Oct—Dec.
- Availability to tutor for at least 6 months after you have completed Tutor Training.

### Questions?

Contact:  
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403-320-4701



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