

Become a Volunteer Tutor!

Job Description

Type of Work: Volunteer Literacy Tutor

Purpose: To help an adult acquire basic reading and writing or math skills to meet self-identified goals.

Training: pre-service basic literacy tutor workshop is required; participation in in-service training sessions is suggested.

Place of Work: One-to-one tutoring will occur in a neutral place in the community such as the library branches.

Hours: The volunteer tutor and student should meet once or twice weekly for one to two hours each time. Schedule is to be determined by the tutor and student.

Volunteer Duties: Provide encouragement and support by:

1. helping the student develop confidence and a positive attitude toward learning by affirming their thinking and progress in the lesson.
2. showing respect for the student by listening to what he or she has to say and by involving him or her in decisions about the learning process.
3. working with TSLC staff to select materials and approaches that are suitable to the student's skill level and needs as well as giving praise whenever the student is successful.
4. encouraging the student to respond to difficult materials by being supportive rather than critical of his or her mistakes.
5. seeking to understand the psychological, emotional, and physical problems that may cause a student to have difficulty learning to read.
6. meeting regularly and punctually.

Volunteer Qualifications:

- Dependable and prompt.
- Interested in and enjoys relating to a variety of people.
- Willingness to maintain the confidentiality of the lesson.
- Flexible, friendly, patient and optimistic.

Fringe Benefits:

- Altered perception of the world.
- Increased understanding and appreciation of different values and lifestyles.
- Increased skill in creative problem-solving.

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| <ul style="list-style-type: none">• Sense of humor is helpful. | |
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Tri-State Literacy Council Tutor Profile

First Name _____ Middle Initial _____ Last Name _____
Address _____ City _____ State _____ Zip _____
Home Phone _____ Mobile/Message _____
Work Phone _____ Ext. _____ Fax Number _____
May we contact you at work? _____ Business Name _____
E-mail Address _____
Gender _____ Birth Date _____

Education (circle last year completed): 1 2 3 4 5 6 7 8 9 10 11 12 GED

College: Fr. So. Jr. Sr. + Degree _____

Other Education or Special Knowledge/Skills _____

Where did you hear about the program? _____

I can meet my student at these libraries:

- | | | |
|---|---|---|
| <input type="checkbox"/> Main | <input type="checkbox"/> Barboursville | <input type="checkbox"/> Cox Landing |
| <input type="checkbox"/> Gallaher Village | <input type="checkbox"/> Guyandotte | <input type="checkbox"/> Milton |
| <input type="checkbox"/> Salt Rock | <input type="checkbox"/> West Huntington | <input type="checkbox"/> Wayne |
| <input type="checkbox"/> CK | <input type="checkbox"/> Chesapeake | <input type="checkbox"/> Drinko (Marshall U.) |
| <input type="checkbox"/> Goodwill Career Center | <input type="checkbox"/> Marcum Terrace Family
Resource Center | <input type="checkbox"/> Other |

I prefer to meet my student on these days (circle): M T W Th F S

I prefer to meet at these times: Morning Afternoon Evening

I am sensitive to tobacco smoke. yes no Other sensitivity: _____

I will consider tutoring a student on parole. yes no

Other ways I am willing to help:

- | | | | |
|--|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> hospitality | <input type="checkbox"/> fundraising | <input type="checkbox"/> training tutors | <input type="checkbox"/> office help |
| <input type="checkbox"/> math tutor | <input type="checkbox"/> ESL tutor | <input type="checkbox"/> newsletter | <input type="checkbox"/> website |
| <input type="checkbox"/> Facebook page | <input type="checkbox"/> other _____ | | |

EMERGENCY CONTACT INFORMATION	Person to Contact: _____
Relationship to Tutor: _____	Telephone Number: _____
Address: _____	Other Number: _____