



One to One Program Volunteer Tutor Job Description

Action Read is a non-profit, community based adult and family literacy organization that promotes a learner-centred educational model. Our One-to-One Tutoring Program matches trained volunteer tutors with adult learners (19 years of age and older) to work on individualized learner plans.

Responsibilities:

- Uphold Action Read's Commitment to Service Charter and Organizational Values
- Attend a mandatory training session that outlines the role of an adult literacy/numeracy volunteer, tutoring strategies and resources, the adult learner and boundaries
- Work one-on-one with an adult learner, or with in a small group of adult learners, to improve their skills in reading, writing, numeracy, computer and other essential skills such as communication, problem solving and critical thinking
- Lesson plan based on learner goals
- Support learners in improving their problem-solving skills
- Communicate to staff any questions, challenges and supports for which you or your learner may need further assistance
- Model and maintain healthy boundaries

Time Commitment:

Volunteers are asked to make a one year + commitment from between 1 – 3 hours per week.

Qualifications:

- Must be 19 years of age or older
- Willing to undergo our application and volunteer screening process, including a Level 3 police records check
- Very good written and verbal communication skills
- Willing to use skills from work, school or personal experience to share with learners
- No teaching experience necessary, but willing to learn new strategies and techniques
- Knowledge of computers, adaptive technologies and software an asset, but not required
- Committed to lifelong learning



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Benefits:

- The opportunity to make a significant and meaningful difference in someone's life
- The opportunity to improve your teaching skills and build your resumé by gaining job-related skills and experience
- The opportunity to access other Action Read community projects, training workshops and events such as holiday parties, picnics, and volunteer appreciation nights
- Network with other individuals committed to lifelong learning and feel more connected to your community
- Be part of a supportive and positive volunteering environment

Challenges:

Many Action Read learners experience significant barriers in their day-to-day lives. These may be related to economic struggles; learning, physical, developmental disabilities; as well as mental and physical health issues. Occasionally, tutors experience challenges in setting and maintaining appropriate support lines. Other challenges they may face include learner attendance, motivation issues, and occasional inability to focus based on learning disabilities or other outside challenges the learner may have.

Staff Support and Communication:

Tutors have access to ongoing staff support and resources throughout their volunteer term. Staff are available to problem-solve and share ideas around any challenges tutors may experience, as well as to make connections to program and services beyond Action Read. Staff meet with volunteers on a minimum quarterly basis. Information sharing about opportunities, volunteer and learner workshops and events are sent out by email, with hard copies posted on the front desk bulletin board. Action Read believes that supportive and open communication is essential for a positive tutoring experience.

Evaluation:

Action Read is an outcomes based program. Learners select specific short term goals in order to complete a milestone task for measuring progress. Learners progress at different rates depending on the learning challenges they face.

Volunteers may request feedback on or an evaluation of their performance at any time. Learner quarterly assessments are used to gather volunteer feedback and discuss performance, as well as learner progress.

Review Process:

Staff are responsible to review the Volunteer Tutor Job Description biannually, or as needed.

Approval Date: January 2017

Review Date: January 2019