



Volunteer Position Description

Employee Group:	Volunteer
Position Title:	Volunteer Tutor
Department:	Adult Learning
Immediate Supervisor:	Volunteer Coordinator
Date Prepared/Revised:	June 28, 2017

Position Summary:

The Volunteer Tutor will provide literacy and learning support to adult learners wanting to improve their literacy and learning skills for personal development, employment preparation or further education.

Eligibility:

Any adult, who recognizes the value of lifelong learning, has or is willing to develop an understanding of adults as learners and participate in ongoing training in adult literacy development.

Position Functions: (Duties and Responsibilities)

- A. Identify and set learning goals with assigned learner, plan and prepare lessons as required, provide appropriate feedback and ongoing encouragement to the learner.
- B. Commit to a minimum of three (3) months per assigned learner and meet once per week for a minimum of one (1) hour with each assigned learner.
- C. Connect with RVSAL staff when necessary to provide updates on learner's progress and to submit time logs.

- D. Attend an initial training session and other training opportunities when possible.
- E. Abide by a confidentiality contract and a code of conduct.
- F. Approach learners with respect, flexibility and an open mind.

Position Specifications:

Education:

- A. Completion of High School (Grade 12 or G.E.D.)
- B. Post secondary studies an asset.

Experience:

- A. Previous volunteer experience an asset.

Desirable Knowledge and Skills:

- A. Reliable, flexible and professional.
- B. Openness to continued learning and training.
- C. Creative problem solving skills.
- D. Knowledge or experience in adapting materials to meet individual learner needs an asset.
- E. Adult literacy training or teaching experience an asset but not necessary.
- F. Strong interpersonal, relationship building and conflict resolution skills.

Application Process:

- A. Submission of RVSAL Volunteer Application.
- B. Submission of personal references and if possible, a resume.
- C. Submission of clear Criminal Record check including Vulnerable Sector Check.
- D. Participation in the Volunteer Tutor interview process.