



VOLUNTEER TUTOR!



- ◆ Help an adult improve reading, writing, math, or English language skills
- ◆ Employment Skills Center is in need of dedicated volunteers to tutor adult students in the areas of Basic Literacy, GED and English as a Second Language.
- ◆ Orientation and Training is provided
- ◆ Three hours per week at your convenience
- ◆ Please contact Shelly Brown at sbrown@employmentskillscenter.org or at (717) 243-6040 x 4424 for more details.

Employment Skills Center
29 South Hanover Street
Carlisle, PA 17013
717-243-6040

www.employmentskillscenter.org



Education • Training • Workforce Development

VOLUNTEER TUTOR JOB DESCRIPTION

TITLE OF POSITION: Volunteer Literacy, GED, or ESL Tutor

PURPOSE OF POSITION: To help an adult learn reading, writing, and comprehension skills and to widen his/her horizons through a one-to-one relationship. Added to this for ESL students are conversational skills in English ranging from a survival level to advanced study.

QUALIFICATIONS:

Bachelor degree or current enrollment in degree program.

All volunteers must comply with the following state mandated background checks. The Employment Skills Center will absorb this expense.

- Criminal History Record Information obtained from the PA State Police
- Child Abuse Clearance obtained through the PA Department Human Services)
- Federal Criminal History Record Information obtained by submitting a full set of fingerprints to the PA State Police or its authorized agent for submission to the FBI.

Tutors must be dependable and prompt; interested in others and able to relate to them; respectful of confidentiality; literate, flexible, friendly, patient, and optimistic.

TRAINING: 2 hour orientation session at the Employment Skills Center, 6 hours of self-paced online Tutor Training through the Tutors of Literacy in the Commonwealth (www.tlcliteracy.org) plus 4 hours of continuing education per program year.

PLACE OF WORK: EMPLOYMENT SKILLS CENTER or community based location (Library, café, etc.). Tutoring may not be held in the tutor or student homes.

TIME COMMITMENT: A minimum of at least 6 months. The volunteer tutor and student should meet at least 3 hours per week (one 3 hour session or two 1.5 hour sessions).

DUTIES: After the tutor training, orientation and initial student meeting, the following is expected:

- Meet regularly and punctually.
- Prepare for each lesson to meet the individual needs of the student
- Provide encouragement and support to your student as a person by
- Showing acceptance by listening to what the student has to say, and demonstrating personal concern.
- Helping develop a positive attitude toward learning by giving learning tasks the student is able to perform, and by telling the student when the task has been performed well.
- Encouraging the student to continue responding to difficult materials by being supportive rather than critical of mistakes.
- Identify student's special interest areas and integrate reading materials into lesson.
- Inform tutor coordinator promptly of any problems encountered while tutoring your student.
- Complete 4 hours of professional development each program year.

REPORTS REQUIRED:

- Keep accurate records of hours tutored and student progress.
- Submit tutor time sheet monthly to tutor coordinator.
- Submit Tutoring Progress Report monthly to tutor coordinator.

FRINGE BENEFITS! Heightened perception of the world around you; deepened understanding of values and lifestyles different from your own; and broadened imagination for creative problem solving.