



VOLUNTEER TUTORS NEEDED!

- 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 preparation and English as a Second Language
- Orientation and Training is provided
- Three hours per week at your convenience
- Please contact Mindy at (717) 243-6040, Ext. 4427 or mtremblay@employmentskillscenter.org for more details



29 South Hanover Street ▪ Carlisle, PA 17013
717-243-6040 ▪ www.EmploymentSkillsCenter.org

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-on-one relationship. In addition, ESL students will learn conversational skills in English ranging from a basic level to advanced study, as well as achieve U.S. citizenship skills.

QUALIFICATIONS:

- Bachelor degree, current enrollment in four-year degree program, or participant in PA Literacy Corps or AmeriCorps program
- All volunteers must comply with the following state mandated background check.
 - Criminal History Record Information obtained from the PA State Police
- Tutors must be dependable and prompt; interested in helping others, respectful of confidentiality, flexible, friendly, and patient.

TRAINING:

- 2.5 hour orientation session at the Employment Skills Center
- Self-paced online tutor training through the ProLiteracy Education Network (proliteracy.csod.com)
- 4 hours of continuing education/professional development per program year

LOCATION: Employment Skills Center or community based location (Library, café, etc.). Tutor sessions may not be held in the tutor's or student's home.

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
- Show acceptance by listening to what the student has to say, and demonstrating personal concern
- Help 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
- Encourage 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

REPORTS REQUIRED:

- Keep accurate records of hours tutored and student progress
- Submit tutor timesheet and monthly tutor report to volunteer coordinator at the end of each month

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.