



# 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 Julie at (717) 243-6040, Ext. 4428 or [jlesman@employmentskillscenter.org](mailto:jlesman@employmentskillscenter.org) for more details



*Education • Training • Workforce Development*

29 South Hanover Street ▪ Carlisle, PA 17013  
717-243-6040 ▪ [www.EmploymentSkillsCenter.org](http://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 PA Adult Education Resources PD Portal ([www.paadulthoodresources.org/](http://www.paadulthoodresources.org/))
- 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.