



Learning Centre Tutor

Job Description

Working as part of a team of volunteers, the learning centre tutor works to help English-speaking adults achieve their individual literacy learning goals through assisting the development of stronger reading, writing and numeracy skills in a small group environment.

Specific Duties:

- Participate in orientation and training (approx. 3 hours), as well as ongoing training workshops.
- Attend the learning centre once or twice a week (approximately 3 hours per session) for at least one semester (ie. Sept. – Dec.).
- When possible participate in Centre outings
- Maintain regular contact with the coordinator to report on changes or concerns, or to discuss any specific problems/successes.
- Approach the tutoring situation in a professional, non-judgmental, respectful and confidential manner.

Qualifications:

Must read, write, and speak English fluently.

High school diploma or equivalent.

Completion of orientation and training.

Patient, tactful, committed, prompt, interested in others, able to relate to people of different backgrounds.

A sense of humour is helpful.