



One-on-one TUTOR

JOB DESCRIPTION

The one-on-one tutor works to help an English-speaking adult achieve his or her literacy learning goals through the development of stronger reading, writing and numeracy skills, working one-on-one at a designated place.

Specific Duties:

- Participate in orientation and training (apr. 3 hours) as well as ongoing training workshops;
- Meet with your learner at least once per week (approximately 2 hours per session – minimum one year commitment) at an approved meeting place;
- Establish goals in collaboration with your student and develop and implement detailed, relevant lesson plans each week based on these goals;
- Document tutoring hours and progress using the forms provided as required;
- Maintain regular contact (at least once per month) with the coordinator to report on changes in tutor or student status (new address or phone #, vacations, *etc.*), report on status of tutoring in general (how is it going?), 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 the tutor orientation and training.

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

A sense of humor is helpful.