

VOLUNTEER OPPORTUNITIES

Onsite: Class Tutor



Purpose

To tutor one or more adult students onsite, in a CDC-Vimont class, registered in an academic course (i.e. Basic English, Secondary English, math, science, etc.) usually with a teacher present.

Duties

- Tutor students in the agreed upon subject during class time
- Assist students with the assignments and course materials set out by the teacher
- Maintain a positive, warm attitude that encourages the students to learn
- Discuss the student's progress with the class teacher, TLE Executive Director or TLE staff member; discuss successes or problems/issues if they arise
- Attend various in-service workshops and tutor discussion groups after tutoring begins
- Inform teacher and staff at TLE Centre about changes in volunteer availability or times
- Complete any necessary tutor reports and keep a record of hours volunteered with TLE
- Reporting to: Executive Director

Requirements

- Minimum 18 years of age
- Minimum high school leaving certificate
- Completion of Orientation and TLE Basic Tutor Training*
- Excellent verbal skills in English and good listening skills
- Able to read and write in English well
- Good basic skills in the area being tutored (i.e. reading, writing, basic math, etc.)
- A patient, open-minded, flexible attitude
- Willingness to try new and creative ways of tutoring
- The ability to be on time for tutoring
- Respect for confidentiality and privacy
- Provide references and sign Code of Ethics/Confidentiality Statement

Time required

- Orientation and TLE Basic Tutor Training
- Flexible commitment as agreed upon by TLE Executive Director and class teacher
- Meetings with teacher and/or TLE Executive Director to discuss student's progress
- In-service workshops are available after tutoring begins

**Some class tutors may begin tutoring before tutor training is finished, depending on their experience and at the discretion of TLE Executive Director*