

## VOLUNTEER OPPORTUNITIES

# Off site: Virtual Tutor



### Purpose

To tutor an adult student in reading, writing, life skills, numeracy, essential skills, and/or computer use via the Internet.

### Duties

- Set goals and plan with the student
- Use resources and prepare tutoring material that suits the student's ability, goals and interests
- Tutor the student in the chosen subject
- Maintain a positive, warm attitude that encourages the student to learn
- Discuss the student's progress with the Executive Director or TLE staff member; discuss successes or problems/issues if they arise
- Inform staff at TLE Centre about meeting dates and times or any changes to the schedule
- Complete any necessary tutor reports and keep a record of hours volunteered with TLE

### Requirements:

- Minimum 18 years of age
- Minimum high school leaving certificate
- Completion of online Orientation and Basic Tutor Training
- Excellent spoken English and good listening skills
- Able to read and write well in English
- Good basic computer skills
- Knowledge of Skype or willingness to learn
- Good basic skills in the chosen subject (i.e. reading, writing and/or basic math)
- A patient, open-minded, flexible attitude
- Willingness to try new and creative ways of tutoring
- The ability to keep tutoring appointments as scheduled with student
- Work independently to provide support to the student
- Respect for confidentiality and privacy
- Provide references and sign Code of Ethics/Confidentiality Statement

### Time required

- Online Orientation and Basic Tutor Training
- Be available the required number of hours for the selected volunteer position
- Flexible commitment level and tutoring hours dependent on match

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