

TOPEKA LITERACY COUNCIL
Volunteer Tutor Job Description

- POSITION TITLE:** VOLUNTEER READING TUTOR
- REPORTS TO:** Student-Tutor Coordinator or Office Manager
- PURPOSE:** To help an adult with difficulty in reading and writing improve these skills and widen his horizons through a one-to-one relationship.
- TRAINING:** A basic workshop of approximately 14 hours before assignment.
- TUTORING HOURS:** Two one-hour sessions each week is recommended. Time is to be worked out between student and tutor according to needs and availability. The tutoring will normally take place in a public place convenient to both tutor and student. It should offer privacy and freedom from interruptions.
- DURATION OF ASSIGNMENT:** Commitment for a minimum of twelve months to assure a regular and consistent schedule of tutoring and practice and make for the best possible progress for the student.
- DUTIES:** After the basic workshop the tutor is expected to:
1. Provide encouragement and support to your student.
 - a. Help your student develop a positive self-concept and awareness of self-worth.
 - b. Show acceptance of student by listening to what he has to say and demonstrating personal concern.
 - c. Help student to develop a positive attitude toward learning by giving him tasks he is able to perform and by telling him when he has performed well.
 - d. Encourage your student to continue to try more difficult materials by being supportive rather than critical of his mistakes.
 - e. Understand reasons why the student is having trouble in learning to read.
 - f. Meet regularly and punctually.
 - g. Be well prepared for each lesson.
 2. Adapt Laubach Way to Reading materials to meet the needs of the student.
 3. Review with student the work he has done independently.
 4. Report to coordinator or office regularly on student progress and any change in class schedule. Submit calendars **MONTHLY** for council records.
 5. Keep a record of student's progress.
- VOLUNTEER QUALIFICATIONS:** Dependable and prompt; interested in others and able to relate to them, compatible to their needs; respectful of confidentiality; literate (professional training unnecessary); flexible, friendly, patient and optimistic, with a sense of humor; able to help others strive toward their chosen goals without regard to your idea of what those goals should be.
- FRINGE BENEFITS:** Heightened perception of the world around you; a deepened understanding of values and life styles different from your own; a broadened imagination for creative problem solving; a strong sense of accomplishment and pride as your student learns to read.