



Project L.E.A.D. Job Description Volunteer Tutor

Purpose: To help an adult acquire basic reading and writing skills through a one-to-one relationship, emphasizing personal attention and a non-competitive atmosphere.

Training: Each volunteer must successfully complete a 20-hour literacy tutor-training workshop given by Project L.E.A.D.

Place of Work: Tutoring is done in the branch library most convenient for both the tutor and student. Tutoring teams may meet in any public place.

Hours: The volunteer tutor and student should meet twice weekly for 1.5 to 2 hours. Allow time between meetings for independent work by the student.

Duration of Work: Six months, minimum. This is a year-round activity.

Duties: After volunteer training, the following is required:

1. Submit **MONTHLY REPORT** to Project L.E.A.D. your volunteer service hours, student progress, and any changes in tutoring schedule or location.
2. Be well prepared for each meeting.
3. Give the student lessons designed for him/her as an individual, so that he/she may see progress towards his/her self-identified goals.
4. Review with student work he has done independently.
5. Submit the original of the R.E.A.D. test to Project L.E.A.D. if administered by you.
6. If using the Laubach system, submit copies of diploma for each skill level met to Project L.E.A.D.
7. If using LVA method, submit a copy of goals established by student to Project L.E.A.D. as well and indicate on **MONTHLY REPORT** any of these goals met.
8. You should provide encouragement and support by:
 - a. Helping the student develop confidence and positive attitude toward learning by affirming his/her thinking and progress in the lesson.
 - b. Showing respect for the student by listening to what he/she has to say and involving him/her in decisions about the learning process.
 - c. Selecting materials and approaches that are suitable to the student's skill level and needs.
 - d. Encouraging the student to respond to difficult materials by being supportive rather than critical of his/her mistakes. Give praise whenever the student is successful.
 - e. Seeking to understand the problems that may cause a student to have difficulty learning to read.
9. Meet regularly and punctually.
10. Attend one in-service or supplemental training annually.

Volunteer Qualifications: High school graduate; year-round resident; flexible; friendly, patient, and optimistic; dependable and prompt; able to work cooperatively with library personnel; interested in others and able to relate to them; literate (professional training unnecessary); respectful of confidentiality. A sense of humor is the best asset of all.

Fringe Benefits: Altered perception of the world; increased understanding and appreciation of different values and lifestyles; increased skill in creative problem solving.