



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

Function: Assists in the scheduling, preparation and development of Tutor Training Workshops and In-Service trainings conducted by the organization. Conducts Tutor Training Workshops as part of a training team.

Specific Duties:

SCHEDULING:

1. Identify workshop sites.
2. Negotiate with workshop facilities and personnel to arrange the workshop calendars.
3. Follow-up on all activities in the workshop timeline as specified in the Standing Operating Procedures (S.O.P.)

PREPARATION:

1. Assist in the preparation of materials and handouts for workshops.
2. Assist in maintaining workshop equipment.
3. Assist in identifying and ordering refreshments.
4. Assist in arranging for guest speakers.

DEVELOPMENT:

1. Assist in the identification of workshop trainers and workshop assistants.
2. Assist in setting up training teams.
3. Send thank-you notes at the end of workshops.
4. Perform other duties as assigned.

Qualifications: Be a Laubach certified tutor trainer or be willing to undergo the certification process.