



Volunteer Position Description

Job Title: LBS and LINK- **Volunteer Tutor**

Persons Served	<ul style="list-style-type: none"> • People requiring assistance learning English and improving skills such as reading, writing, numeracy, oral communication and computer skills • Students will have various levels of skill in English
Purpose	<ul style="list-style-type: none"> • To improve essential skills for better integration into Canadian society, for employability, and for self-improvement
Outcomes	<ul style="list-style-type: none"> • Outcomes will be developed individually with each student, based upon their particular needs and goals
Activities & Tasks	<ul style="list-style-type: none"> • One-on-one instruction or small group • Report to program leader
Outline of Responsibilities	<ul style="list-style-type: none"> • Adapting provided lessons to student needs • Weekly tutoring session • Reporting as required (weekly hours)
Schedule & Commitment	<ul style="list-style-type: none"> • Minimum two hours per week • Preferable six month commitment (with appropriate breaks)
Boundaries & Limitations	<ul style="list-style-type: none"> • Tutors are not Settlement Workers or counsellors, and therefore need to be able to refer other client needs to the program leader
Skills, Experience & Qualifications Desired	<ul style="list-style-type: none"> • Experience working with adults • Passion for learning • Communication skills • Good English language skills (mandatory) • Knowledge of other languages may be helpful
Personal Traits & Qualities needed	<ul style="list-style-type: none"> • Cultural sensitivity • Flexibility • Responsible and punctual

Orientation & Training Available	<ul style="list-style-type: none"> • Orientation package provided • On-going training workshops on a variety of topics
Support, Supervision & Evaluation Provided	<ul style="list-style-type: none"> • Resource library • Advice on teaching materials • Access to program leader for both practical and personal support
Mandatory Activities	<ul style="list-style-type: none"> • One-on-one tutoring or small groups • Oral reporting
Setting & Location	<ul style="list-style-type: none"> • South Essex Community Council locations and various public sites in the area, e.g. libraries, community centres, service clubs
Benefits to Volunteer	<ul style="list-style-type: none"> • Development of teaching skills • Multicultural setting • Sense of contribution • Friendship
Screening Measures	<ul style="list-style-type: none"> • Application Form • Interview • References • Police Record check