



LITERACY VOLUNTEERS  
of MASSACHUSETTS

## VOLUNTEER TUTOR JOB DESCRIPTION

<b>Responsibilities</b>	<ol style="list-style-type: none"><li>1. Satisfactorily complete the tutor training workshop.</li><li>2. Prepare individualized lessons for the student.</li><li>3. Tutor student for 2 hours per week for a minimum of 9-12 months.</li><li>4. Notify the program coordinator if problems arise or if you or your student has a change in status, address or telephone number.</li><li>5. Encourage student to attend adult basic education classes when and if the student is able to cope with a classroom situation.</li><li>6. Share with your student information about upcoming LVM events and activities, and encourage student's participation.</li><li>7. Complete necessary reporting forms in a timely way and participate in program evaluations.</li><li>8. Participate in at least one professional development activity provided by the program or another qualified entity each year.</li><li>9. Consult with the program coordinator for assistance whenever needed.</li></ol>
<b>Qualifications</b>	<ol style="list-style-type: none"><li>1. High school diploma or equivalent.</li><li>2. Successful completion of tutor training.</li><li>3. Ability to work with diverse groups.</li><li>4. Sensitivity to the struggles of adult learners.</li><li>5. Ability to create flexible, responsive, non-judgmental and non-threatening learning experience for student.</li></ol>
<b>Commitment</b>	<ol style="list-style-type: none"><li>1. Attend 18-hour tutor training workshop in either Basic Literacy or ESOL.</li><li>2. Tutor for at least 2 hours per week for 9-12 months.</li><li>3. Complete timely tutor reporting forms required for funders.</li><li>4. Attend at least one professional development activity provided by the program or another qualified entity during the year.</li><li>5. Sign the volunteer agreement.</li></ol>
<b>Training Provided</b>	<ol style="list-style-type: none"><li>1. Orientation (2 hours)</li><li>2. Tutor training workshop (18 hours)</li><li>3. Professional development sessions offered throughout the year</li></ol>
<b>Supervision</b>	Program coordinator and other LVM professional staff
<b>Comments</b>	LVM staff is available at any time for guidance, assistance with lesson planning, identification of appropriate materials or information on community resources for making student referrals.