



*Lifelong learning...it's our business*

**VEGMIN LEARNING  
SOCIETY**



*Your...*

**Community Adult Learning Council**

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## **Volunteer Tutor Position Description**

### **Summary:**

The volunteer will tutor an adult learner in one or more areas of literacy: Reading, Writing, Math, Language or Computers.

### **Duties & Responsibilities:**

The volunteer tutor will:

- Be aware of services provided by VegMin.
- Read, agree to, and sign the Position Description and Code of Conduct.
- Attend Tutor Training Sessions and relevant workshops.
- Be familiar with the learner's profile and goals.
- Sign Tutoring Agreement with learner.
- Inform Executive Director of place, dates and times of learner/tutor meetings.
- Involve the learner in preparing and evaluating the lesson plans.
- Encourage the learner to be reassessed after 6 months of tutoring.

### **Skills, Attitude & Knowledge:**

The volunteer tutor will be:

- Proficient in the area that he/she is tutoring.
- Non-judgmental
- Patient
- Committed

### **Reporting & Relationships:**

The volunteer tutor reports directly to the Executive Director. The volunteer may request any need for strategies and/or materials at anytime.

The Executive Director will try to meet with the volunteer at least every three months.

**Resources:**

The volunteer tutor and learner may access resources from VegMin Learning’s library. The Executive Director will assist in locating other resources as necessary.

**Time Commitment:**

The volunteer tutor is expected to commit one to two hours a week for tutoring plus extra time for lesson preparation & planning. The usual commitment is for 1 year, however, exceptions may be made.

**Benefits:**

- Professional Development (Tutor Training and relevant workshops)
- Access to necessary office equipment & materials required to meet the expectations for the position (computers, internet, library resources, photo-copier, etc.)
- Supportive team.
- The opportunity to help someone make changes in their life.
- Help to build strong family units.
- Build community capacity.

**Evaluations:**

The volunteer tutor will:

- Be part of the evaluation process of VegMin Learning’s Literacy programs.
- Provide input into program areas that they are involved in.
- Have an evaluation completed annually or at the end of learner/tutor match.
- Have an exit evaluation, in person or via phone, when the tutoring commitment ends.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
VegMin Representative

\_\_\_\_\_  
Date