

TUTOR JOB DESCRIPTION

POSITION: VALENCIA COUNTY LITERACY COUNCIL (VCLC)
VOLUNTEER TUTOR

CONTACT PERSON: Cecy Rodriguez
Volunteer Tutoring Coordinator
925-8935, crodriguez@valencialiteracy.org

I. OBJECTIVE: To help an adult acquire English skills in either Basic Literacy or English as a Second Language (ESL). Successful tutors realize this is challenging work and must be prepared to accept failures as well as successes. VCLC's expectation is for each tutor to work with his or her student for at least 6 months.

II. SPECIFIC DUTIES:

1. Attend a tutor-training workshop and become certified.
2. Maintain a portfolio on the student including initial contact date, date tutoring began, total number of hours taught, pre- and post-test scores and dates, student's goals (set and met), changes in attitude or performance, tutoring time, and location.
3. Assess students every 20 hours or every 6 months using the Comprehensive Adult Skills Assessment System (CASAS) testing materials provided.
4. Submit monthly activity reports as required by VCLC.
5. Report promptly any change in status of student or tutor (address, phone, etc.)
6. Prepare for all scheduled tutor/student meetings by planning lessons designed specifically for the student.

III. SKILLS NEEDED:

1. Ability to read, write, and speak English. No prior teaching experience or knowledge of a foreign language is required.
2. Completion of and certification in either the ProLiteracy Basic Literacy or English as a Second Language training workshop.
3. Awareness of confidentiality needs of students and the program.
4. Dependability.
5. Patience and flexibility to respond to the changing needs of a student.

III. TIME REQUIREMENT: A minimum of 1 hour per week for 6 months.

IV. BENEFITS:

1. Volunteer recognition
2. Opportunities to cross-train
3. Possible job references
4. One-to-one student contact
5. Satisfaction that you are enabling adults to reach their potential

FREQUENTLY ASKED QUESTIONS ABOUT VOLUNTEERING TO TUTOR FOR THE VALENCIA COUNTY LITERACY COUNCIL (VCLC)

WHO CAN TUTOR? If you are over 18 and can read and speak English, you can tutor after completing either the Basic Literacy or English as a Second Language (ESL) Tutor Training Workshop. No prior teaching or tutoring experience is necessary. The only degree you need is a degree of caring.

HOW AM I ASSIGNED A STUDENT? We match you with a student based on available meeting times, locations, and mutual interest. VCLC is concerned with creating good learning partners. You should receive your student assignment at the first day's workshop or soon thereafter.

WHERE WILL I BE TUTORING? We require that you and your student work in a public building, such as the public libraries in Belen, Los Lunas, Bosque Farms or UNM-Valencia Campus. Other possibilities are recreation centers, community and senior citizen centers, and churches.

WHAT WILL I KNOW ABOUT MY STUDENT? In addition to name and contact phone number, we will tell you about your student's interests, goals, and skill level. We leave it up to you to contact your student. We do not give out addresses.

DO I HAVE TO SPEAK ANOTHER LANGUAGE TO BE AN ESL TUTOR? No! In fact, most of our ESL tutors do not speak the language of their student. However, an experience you may have had in learning another language will be helpful in understanding your student's perspective. If you have a beginning ESL student, we will help you set up the first meeting.

WHERE DO I GET THE MANUAL FOR THE TUTORING WORKSHOP? You may borrow the manual that is used during the tutor training workshop. If you would like to write in it or keep it for future reference (it is a useful resource), the charge is \$15. Once you complete training, you will be a nationally certified tutor.

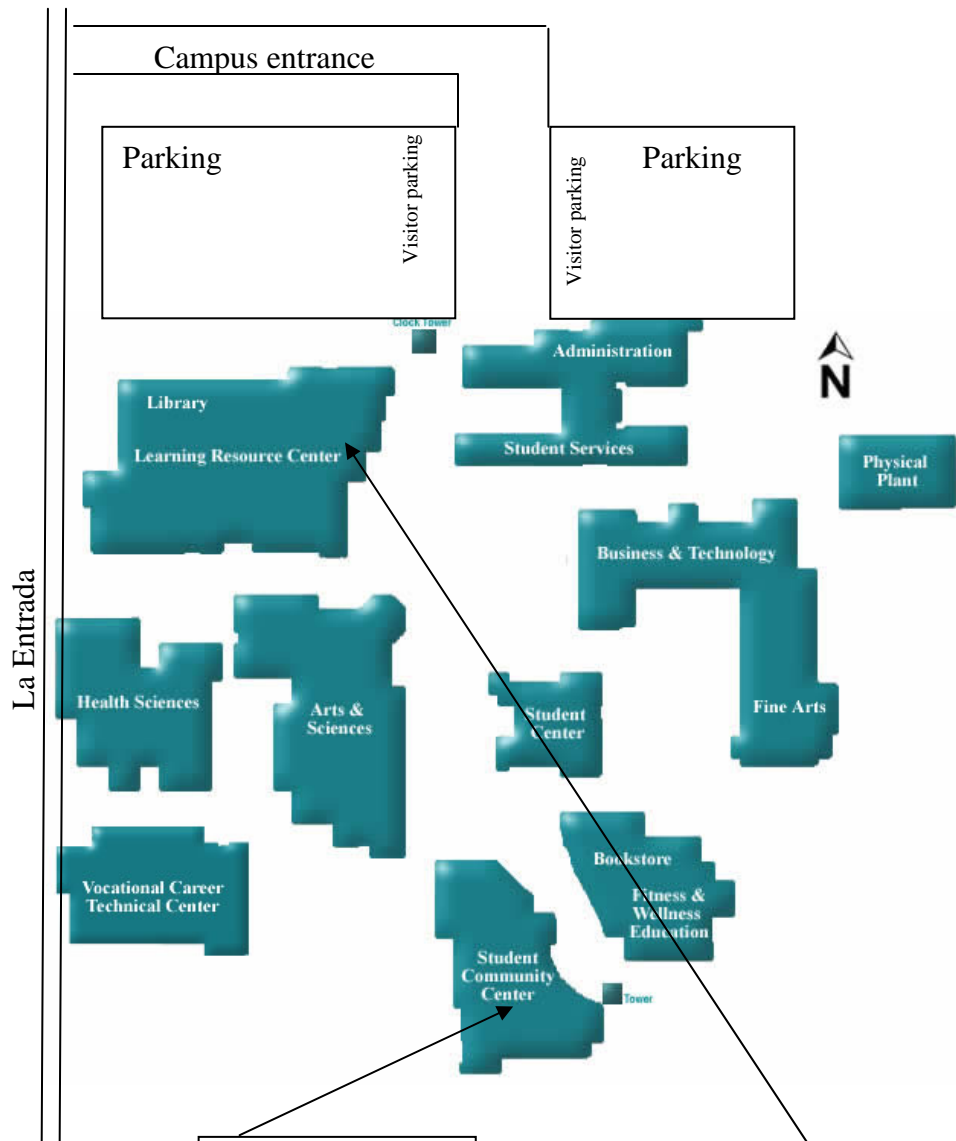
WHERE DO I GET MY TUTORING MATERIALS FOR USE WITH MY STUDENT(S)? VCLC has a library full of tutoring resources that you may borrow, and our tutor training workshops are designed to teach you to work from your student's life. You will meet with the trainer prior to your first meeting to get materials to use and create your first lesson plans.

WHAT SUPPORT DO I GET AFTER THE WORKSHOP? Our staff will be happy to answer questions and address concerns. In addition, VCLC offers in-service workshops on tutoring techniques.

WHAT DOES VCLC EXPECT FROM ME AS A TUTOR? We ask that you commit to working with your student for a minimum of 1 hour per week for 6 months. We also ask that you commit to being a supportive tutor who prepares for lessons, meets regularly, lets the student know if a class must be canceled and returns records of tutoring sessions for our office files and periodic statewide and national reports.

WHAT OTHER WAYS CAN I HELP? Volunteers help with fundraising, recruit new tutors and learners, mentor new tutors and help with clerical work. Without volunteers, we would not be able to offer our services to anyone. If you have a few hours and a skill you would like to volunteer, we need you. Your time and skills will make a difference.

WHAT DO I DO NEXT? Call VCLC at (505) 925-8935 and sign up for the next tutor-training workshop or to volunteer to help in other ways. Please also call us if you would like a representative of VCLC to speak to your congregation, community group, club, school or office.



La Entrada

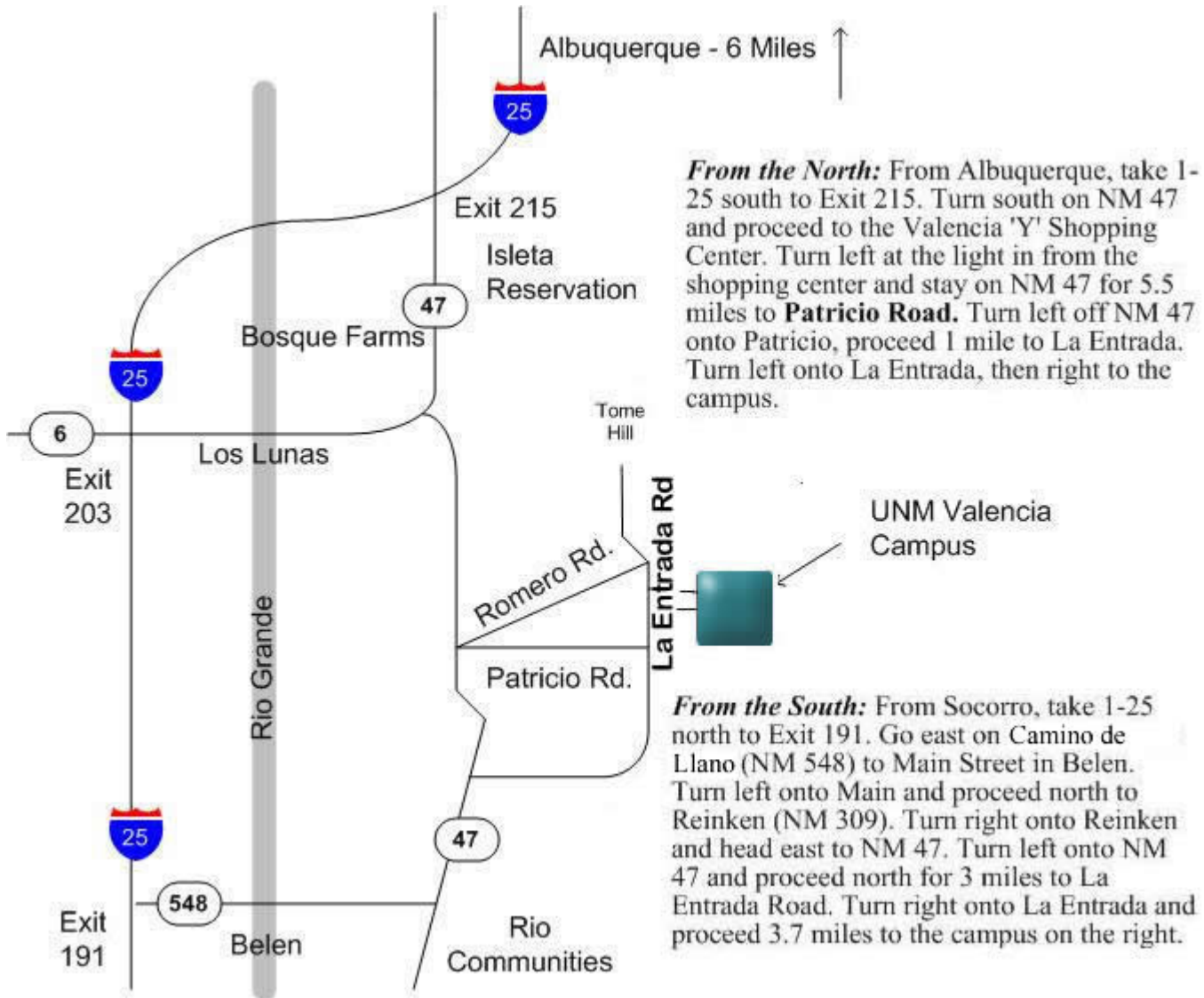
Patricio Rd.

The VCLC
 Offices are in the
 Student
 Community
 Center (SCC),
 Rooms 213 & 214

Training
 Location:
 LRC 101C

Valencia Campus Map

MAP TO UNM-VALENCIA CAMPUS



From the North: From Albuquerque, take I-25 south to Exit 215. Turn south on NM 47 and proceed to the Valencia 'Y' Shopping Center. Turn left at the light in from the shopping center and stay on NM 47 for 5.5 miles to **Patricio Road**. Turn left off NM 47 onto Patricio, proceed 1 mile to La Entrada. Turn left onto La Entrada, then right to the campus.

From the South: From Socorro, take I-25 north to Exit 191. Go east on Camino de Llano (NM 548) to Main Street in Belen. Turn left onto Main and proceed north to Reinken (NM 309). Turn right onto Reinken and head east to NM 47. Turn left onto NM 47 and proceed north for 3 miles to La Entrada Road. Turn right onto La Entrada and proceed 3.7 miles to the campus on the right.