

ADULT LITERACY PROGRAM VOLUNTEER

Overview

Join a rewarding program dedicated to improving adult literacy and English language skills in our community. This one-to-one or small-group volunteer tutor role empowers adults to reach their personal, educational, or employment goals through tailored, learner-centered sessions.

Program Description

The program is managed by a Coordinator who supports the volunteers and is responsible for the scheduling and overall management of the program. Tutoring sessions may occur at the Literacy Society; the Okanagan Regional Library, or in some cases, Okanagan College Vernon campus. Additional locations may be arranged with community organizations interested in offering the program to their clients or residents.

Tutoring sessions may be scheduled weekdays, evenings, or weekends, depending on learner needs and tutor availability.

Basic Responsibilities

- Attend a training and orientation session with the Program Coordinator
- Attend volunteer in-service meetings as scheduled by the Program Coordinator
- Commit to the Volunteer Agreement and Code of Conduct
- Commit to a pre-arranged schedule – usually 2 hrs per week and provide adequate notice if a change is needed
- Prepare relevant materials and activities prior to the tutoring session
- Keep learner records and progress reports as requested by the Coordinator
- Provide support and encouragement to the learner, keeping their learning needs and interests a priority

Preferred Qualifications and Experience

- Enjoy helping adults and are comfortable with a diversity of learners
- Previous teaching or instructional experience with adult learners
- Teaching English as a Second Language or related experience and/or certification
- Excellent communication and record-keeping skills
- Effective at troubleshooting and are willing to be flexible when change is required
- A current Criminal Record clearance is mandatory

Thank you for your interest in this program!