

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 other suitable locations in the community.

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

Basic Responsibilities

- Attend relevant training and orientation session(s) 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 two hours per week
- 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 cleared Criminal Record Check

Thank you for your interest in this program!