

Literacy Volunteers Serving Adults

“Opening Minds – Changing Lives”

JOB DESCRIPTION: VOLUNTEER TUTOR

A Volunteer Tutor must be willing to commit him/herself to the following responsibilities:

1. Attend and complete satisfactorily the 21-hour LVSA Tutor Training Workshop, which includes program orientation.
2. Tutor an adult learner for one hour at least twice weekly for a minimum of 72 hours (Roughly 1 year or 18 hours per quarter)
3. Promote a positive self-image in the learner.
4. Be willing to travel up to 15 miles for tutoring sessions.
5. Prepare lessons tailored to an individual learner’s goals and interests.
6. Maintain regular contact with the LVSA office and provide required information. (Report of hours is due monthly)
7. Notify the LVSA office of any changes in status of relationship with the learner, learner or volunteer changes of address, or information about learner achievements.
8. Assist in scheduling a post-assessment for your learner.