

Adult Literacy and Lifelong Learning Program VOLUNTEER TUTOR JOB DESCRIPTION

Volunteer tutors work with adult learners one-on-one or in small groups to help them meet their educational goals, including working towards a high school equivalency exam and/or meeting another specific education or career-related goal. The hours for tutoring are flexible — based on both the tutor and learner schedules. LSH is open for tutoring from 9:00 am – 7:30 pm Monday to Thursday and 9:00 am – 5:00 pm on Fridays.

Prior tutoring or teaching experience is helpful for volunteers, but not required. Only tutors with previous experience will be assigned to work with groups. The Tutoring Program runs in 12-14 week cycles covering a specific subject matter. Tutors are provided with a detailed learning plan outlining topics to be covered and books/online resources to be used throughout the learning cycle. Additional resources are available on our website at www.lshededucation.org. At the end of each cycle, learners are evaluated to ensure that they have grasped the material before moving on to another subject area in another cycle.

Tutors are expected to:

- Make a commitment to providing face-to-face tutoring for **3-4 hours per week** (usually twice a week for 1.5 - 2 hours) over a **minimum of 6 months** (2 learning cycles)
- Complete the Basic Tutor Training offered by the Mayor's Office of Adult Education (www.philaliteracy.org)
- Attend a 90-minute orientation at Lutheran Settlement House
- Pass background checks for criminal history and child abuse
- Have a Bachelor's degree or be enrolled in a 4-year program
- Exhibit an understanding or a willingness to understand the importance and challenges of adult education
- Be reliable, flexible, patient, and respectful
- Be punctual, consistent, and prepared for sessions; they are also expected to assign homework to their learner(s) after each session and to review submitted assignments
- Complete an online tutor log after each session
- Participate in bi-monthly (every other month) check-in calls/meetings with the Program Director or Coordinator
- Participate in quarterly tutor meetings

To become a volunteer tutor, email literacy@lutheransettlement.org or call 215.426.8610 ext. 1242.

More information is available at www.lshededucation.org