

# Adult Literacy Volunteer Tutor

## Summary:

- Volunteer opportunities are available to provide literacy and basic skill tutoring to adults in your community
- We are looking for volunteers to tutor one-on-one with learners who need upskilling in literacy, numeracy, and basic skills relevant to the four core program goals: independence, workplace, GED, and post-secondary admission
- Volunteers will be paired with learners by the Adult Literacy Coordinator. The focus will be on finding productive pairs to stimulate and support learners achieve their goals
- The time and library branch are decided by the tutor and learner

## Responsibilities:

- Creating a positive learning environment
- Using a learning outcomes approach
- Monitoring, recording, and reporting on the learner's progress
- Commitment to active/ongoing learning
- Commitment to at least a two hours of tutoring per week (arranged flexibly between tutor and student)
- Commitment to at least one year of tutoring

## Qualifications:

- Must be 19 or older
- Possess a strong commitment to learners
- Must be empathetic, patient, and understanding
- Must have a strong commitment to sharing education, experience, and enthusiasm with others
- Must possess an eagerness to help others and contribute to the broader community
- Must be able to produce a recent police record with vulnerable sector check (VSC)
- Knowledge and contacts in Windsor and the adult literacy community is an asset
- Previous teaching experience is an asset

## Training:

- Full orientation and training are provided

## Application Process:

- Fill out a volunteer application form including referee details
- Participate in volunteer interview(s)
- Reference checks (as needed)
- Submission of a cleared police record with vulnerable sector check (VSC)
- Participate in orientation and training session(s)

## Completed Applications:

- Return to the Adult Literacy Classroom in the Central Branch
- Brought to your nearest Windsor Public Library Branch in an envelope labelled "C/O Adult Literacy"
- Scanned and emailed to [adulitlit@windsorpubliclibrary.com](mailto:adulitlit@windsorpubliclibrary.com)

### Volunteer Application Form

Please return all pages to any location of the Windsor Public Library or via email at [adultlit@windsorpubliclibrary.com](mailto:adultlit@windsorpubliclibrary.com)

#### Contact Information

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Date of birth (MM/DD/YYYY): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Alternative Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

#### Background

Have you ever applied to become a Volunteer with the Adult Literacy Program in the past?

Yes  No

If yes, when and how long were you involved?

\_\_\_\_\_  
\_\_\_\_\_

Do you have previous experience teaching or mentoring adults? If so, for how long?

\_\_\_\_\_  
\_\_\_\_\_

What educational and professional experience and relevant skills will you bring to the program?

\_\_\_\_\_  
\_\_\_\_\_

Why do you want to become a Volunteer with the WPL Adult Literacy Program?

\_\_\_\_\_  
\_\_\_\_\_

Are you able and/or willing to provide French language tutoring?

Yes  No

*A police record with vulnerable sector check (VSC) conducted within the past year is necessary for volunteering with the Adult Literacy Program and will need to be submitted prior to meeting with learners. The cost of the police check can be reimbursed upon request.*

### Availability

Which Windsor Public Library branch/branches would you *prefer* to for one-on-one tutoring?

Check all that apply:

- |   |  |                                    |
|---|--|------------------------------------|
| <input type="checkbox"/> Paul Martin Building | <input type="checkbox"/> Chisholm      | <input type="checkbox"/> Muir      |
| <input type="checkbox"/> Budimir              | <input type="checkbox"/> Fontainebleau | <input type="checkbox"/> Riverside |
| <input type="checkbox"/> Bridgeview           | <input type="checkbox"/> Forest Glade  | <input type="checkbox"/> Seminole  |

Are you available to commit to the Adult Literacy Program for at least 6 months?

- Yes  No

Are you available to commit to a minimum of 2 hours per week to tutoring?

- Yes  No

*You will need to commit to meeting with learners for at least one hours per week. Meeting times and dates can be flexible each week, so long as both tutor and learner are aware of and in agreement with changes.*

What day(s) and time(s) can dedicate *at least* one (1) hour to?

Please mark all that apply.

Day	10am-3pm	3pm-8pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

*N.B.: Some branches operate on different schedules, except on Fridays and Saturdays, where all branches are open from 9-5. Keep this in mind when determining availability.*

Are you willing to commit to tutoring more than one (1) learner?

- Yes  No

**References**

*To expedite the reference process, it is helpful to notify your references in advance.*

**Reference 1:**

Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Reference 2:**

Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Reference 3:**

Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

I hereby authorize the Windsor Public Library to contact my references, in confidence that I included in my Volunteer Application. I agree that no liability or damage shall accrue to either the Windsor Public Library, or the Corporation of The City of Windsor. I agree that I have read the Windsor Public Library's Volunteer Policy, and agree to abide by all policies of the Windsor Public Library.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*While we appreciate the interests of all who apply to become volunteer tutors, only those who meet the qualifications will be contacted and recruited.*

*Additionally, volunteers are recruited relative to student need, so not all applications will receive immediate recruitment replies; however, application forms will remain on file for a period of one year.*