

# VITAL Tutoring Opportunities

Updated October 14, 2014

Volunteer tutors are matched with adult learners who are struggling with the fundamentals of reading, writing and speaking English. Tutors have the option of working with native English speakers or English as a New Language learners.

## **Qualifications:**

- At least 18 years old
- Good reading, writing, and communication skills
- Dependable and prompt
- Flexible, friendly, patient, and optimistic
- Able to maintain confidentiality about the student's life and the work you are doing together

**Support:** VITAL staff provides initial training and ongoing mentoring for volunteers. A large collection of teaching materials and resources are also available.

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## **One to One Tutoring**

### **Commitment:**

- Work one-to-one with an individual for a minimum of six months
- Meet once or twice weekly with the learner for 1 to 1-1/2 hours at MCPL or other approved location
- Additional time each week to prepare for tutoring sessions

### **Responsibilities**

- Attend Orientation and Tutor Training (either Adult Literacy or English as a New Language)
  - Design lessons based on needs and interests of the learner, including real-world materials
  - Communicate regularly with the VITAL staff regarding tutoring arrangements and learner progress. Tutoring Reports record teaching activities, resources, and accomplishments during your tutoring sessions.
  - Notify staff about any concerns
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## **Conversation Group Leader**

## **Commitment:**

- Plan and facilitate 1½ hour conversation group session each week for 8 weeks at MCPL.
- Additional time each week to prepare for Conversation Group sessions

## **Responsibilities**

- Attend Orientation and English as a New Language tutor training
- Plan and facilitate conversation sessions that provide speaking and listening opportunities for intermediate and higher English as a New Language learners
- Assist VITAL in maintaining attendance records for your class
- Inform VITAL staff ASAP if you must cancel or reschedule a class
- Notify staff about any concerns