



Volunteer Tutor – Job Description
Lewis & Clark Literacy Council
815 Front St.
Helena, MT 59601
324-2111

Title: Tutor

Function: Tutor a Basic Literacy/ESL student referred by the Literacy Council

Duties:

- Attend a Tutor Training Workshop and complete all required homework
- Tutor will meet with student for approx. 50 hrs/ @ 2 hrs/week
- Maintain a log on the student – including:
 - Date of original contact
 - Date tutoring began
 - Tutoring schedule
 - Record and send tutor hours and info sheet to Coordinator 2X/per year
 - Report to Coordinator any changes in the Tutor-Student status
 - At Least 1 time per year, attend and in-service training

Qualifications:

- Must be at least 18 yrs. of age.
- High School Diploma or equal. Read, write and speak English. No prior teaching experience or knowledge of foreign languages is required.
- Complete and pass the Lewis & Clark Tutor Training Workshop.
- Be an open minded, relaxed, flexible individual able to respond to the changing needs of a student.

Extra Information:

Training workshops are scheduled on an “as needed basis”. Applicants will be notified as to time and place.

After training, when you accept a student, you should know that at least 50 hours of tutoring may be required. Actual hours will vary according to your student’s needs and goals. Your time will also be spent preparing lessons and developing homework assignments.

You should also be aware there may be a waiting period before you are assigned a student. The reasons for this are as numerous as there are students and tutors, mostly it is a matter of matching tutor/student schedules of availability.

Tutoring space can be found at some quiet public place such as the Library, Front St. Learning Center, local churches, coffee shops etc. If you have trouble finding a location, the Coordinator is always available to help.

Be prepared to enjoy – through motivation, mentoring and making change, you are “Helping Adults Read Their Way to a Better Life”. The Literacy Council and your students thank you!

