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# Yamaska Literacy Council

Conseil de l'alphabétisation de Yamaska

## JOB DESCRIPTION

### Tutor

#### Role

- To tutor an adult in reading, writing, numeracy and/or other life skills

#### Training

- The 12-hour Yamaska Literacy Council Basic Literacy Tutor Workshop

#### Commitment

- A commitment of one year is requested

#### Time Commitment

- Once or twice a week for one to two hours (depending upon the needs and availability of both the student and the tutor) is expected

#### Place of Work

The location for tutoring may vary. It is recommended that tutoring initially take place in a public place. Tutors may work out of:

- The YLC Centre
- A community center
- A library
- A school
- Any other mutually agreed upon location

#### Procedure

In conjunction with the YLC Coordinator:

- Meet with the student prior to the first lesson;
- Ensure arrangements are made regarding the time and place of the first lesson;
- Obtain the necessary materials for tutoring.

#### Duties of the Tutor

- **Respect student confidentiality;**
- Prepare lessons to meet the individual needs and interests of the student.
- Meet regularly and punctually with your student (summer excepted);
- Set goals with the student and evaluate progress towards them;
- Keep accurate records of hours tutored and student progress;
- Complete quarterly written reports on the form supplied and remit to the YLC office;
- Inform the YLC Coordinator if there are any problems with the tutoring or with the student-tutor match, or if the tutoring terminates;
- May participate in the *Peer Mentoring Program*.

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