



## **SIENA LITERACY CENTER VOLUNTEER TUTOR JOB DESCRIPTION**

### **MISSION**

Siena Literacy Center provides effective education programs for adults seeking to improve their ability to successfully meet the challenges of everyday living by learning foundational skills in reading, writing, and math, and/or English as a Second Language in keeping with the Dominican commitment to education.

### **ROLE & RESPONSIBILITIES OF VOLUNTEER TUTORS**

- Relate to the learner with sensitivity and compassion
- Prepare and implement appropriate and relevant lessons based on learner's individual goals and needs
- Maintain detailed and accurate lessons of tutoring sessions and learner's progress
- Assist student with fulfilling administrative requirements
- Communicate regularly with Siena staff
- Seek out opportunities for additional training and guidance

### **REQUIRED QUALIFICATIONS**

- At least 18 years of age
- Native or near native English fluency
- High school diploma (or equivalency) or higher
- Confident with subject matter in area of interest
- Available to tutor in person at Siena Literacy Center for 2 hours at the same time each week
- Able to commit for at least 1 year
- Comfortable using a computer/tablet
- Dependable and prompt
- Accepting of others with different cultures or backgrounds
- Willingness to maintain learner confidentiality
- Primary residence is in Metro Detroit

### **TIME COMMITMENT**

In addition to tutoring for two hours per week, volunteer tutors must take time to prepare for lessons and to complete the required paperwork. Tutors are asked to commit to tutoring for at least one year.

### **TRAINING AND DEVELOPMENT**

All prospective volunteer tutors are required to participate in a 2-hour pre-service training. Additional training may be required to be eligible to work with certain curriculums. Additional professional development opportunities are available throughout the year. Tutors are expected to model a love for learning by participating in pertinent development opportunities and seeking out guidance from staff as needed.

### **HOURS AND LOCATION**

All tutoring takes place at Siena Literacy Center, 16888 Trinity St., Detroit, MI 48219. Siena Literacy Center is open Monday-Thursday, 10 am-8 pm.



**SIENA LITERACY CENTER  
VOLUNTEER TUTOR CONTRACT**

I, \_\_\_\_\_, agree to the following:

\_\_\_\_\_ To punctually and consistently attend my regularly scheduled tutoring sessions. I will be absent only in case of emergency and call Siena in a timely manner if I will be absent or late.

\_\_\_\_\_ To avoid long term absences. If I anticipate being absent more than 2 weeks, I will discuss my absence in advance with Siena staff to make a plan for my student.

\_\_\_\_\_ To remain in communication with Siena staff as pertinent issues arise and to be responsive to e-mail and phone messages related to Siena Literacy Center.

\_\_\_\_\_ To plan my lessons in advance of each tutoring sessions using curriculum materials approved by Siena Literacy Center, and to arrive prepared.

\_\_\_\_\_ To use technology in my lessons as necessary and recommended by Siena staff.

\_\_\_\_\_ To maintain accurate and current lesson logs and timesheets. All files and paperwork will remain at Siena Literacy Center at all times.

\_\_\_\_\_ To assist my student with meeting Siena's administrative requirements, such as responding to surveys and scheduling required testing.

\_\_\_\_\_ To responsibly maintain Siena's educational materials and return books and materials in good condition when I am finished with them. Damaged books that must be replaced may incur a \$10 fine.

\_\_\_\_\_ To be observed by Siena Literacy Center staff as requested, and to be open to their feedback, as well as being willing to have new tutors observe my class time, if needed.

\_\_\_\_\_ To tutor onsite at Siena Literacy Center. Volunteers should not drive their students, accept rides from their students, or meet privately with their students in their capacity as tutors at Siena Literacy Center.

\_\_\_\_\_ To maintain confidentiality outside of Siena Literacy Center with personal information I might learn in my capacity as a tutor, unless this information puts my student or another person in danger.

\_\_\_\_\_ To maintain Siena Literacy Center as a substance-free and smoke-free campus.

\_\_\_\_\_ To never accept gifts of money or gift cards from a student in payment for their tutoring services. All services at Siena Literacy Center are completely free. If students wish to give non-monetary appreciation gifts, tutors may accept them.

\_\_\_\_\_ To model a love for learning by attending pertinent tutor workshops and seeking out guidance and training as necessary to help my student. I will attend Siena workshops or other approved trainings at least once a year.

\_\_\_\_\_ To be respectful of all people at Siena Literacy Center, including students, staff, and other volunteers.

Tutor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_