Thank you for your interest in becoming a volunteer tutor for the Literacy Council! We are grateful that you would like to help us provide this essential service.  
  
To become a volunteer tutor:

1. Submit a **volunteer application**
   1. PART 1 (5 minutes): Please fill out the online volunteer application for our parent agency, the Chelan-Douglas Community Action Council. Visit [https://imac.formstack.com/forms/volunteer\_application\_for\_chelandouglas\_community\_action\_council](https://imac.formstack.com/forms/volunteer_application_for_chelandouglas_community_action_council%20) . Please check the box to indicate you are interested in tutoring. You will upload a picture of your ID for a background check, and you will receive an email from Intellicorp to complete your check.
   2. PART 2 (5 minutes): Please fill out the supplemental volunteer application for the Literacy Council program (this document you are currently reading). Submit by email, mail, or in person to:

Literacy Council  
620 Lewis St.  
Wenatchee, WA 98801  
[literacycouncil@cdcac.org](mailto:literacycouncil@cdcac.org)

1. Ask two personal or professional **references** to fill out our attached form and return it (by email, mail, or in person—can be separate from your application)
2. **Visit** with Literacy Council staff to learn more about the program and follow up on your application. We will be in touch to set this up. (15-30 minutes)
3. Complete **training**. ESL training: about four hours of pre-training material on the basics of ESL instruction to cover on your own, a short quiz, and a four-hour live training online that covers working with curriculum and lesson planning. Basic Literacy training: an eight-hour self-paced course covering the process of learning how to read and lesson planning.
4. We **match you** with one or more students, and you become a tutor!

To learn more about us, visit our website at <https://www.literacycouncilcd.org> or contact us at (509) 662-6156 x266 or [literacycouncil@cdcac.org](mailto:literacycouncil@cdcac.org) .

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Most of our tutors hold class twice per week, 1.5 hours each time, and initially spend about two hours per week preparing for class (5 hours per week total). Does this time commitment work for you?   
 yes  no

We try to schedule classes at the following times. Which times would be preferable to you? Check all that apply. If you are available other times or days, please write that below. Times can be flexible if tutoring online.

|  |  |  |
| --- | --- | --- |
| **Monday/Wednesday** | **Tuesday/Thursday** | **Other Times:** |
| 9:00 – 10:30 | 9:00 – 10:30 |  |
| 11:00 – 12:30 | 11:00 – 12:30 |
| 1:00 – 2:30 | 1:00 – 2:30 |
| 3:00 – 4:30 | 3:00 – 4:30 |
| 5:30 – 7:00 | 5:30 – 7:00 |
| 6:00 – 7:30 | 6:00 – 7:30 |

Students need to attend 40 hours of class with our program, which usually takes about four months. Does this time commitment work for you?  yes  no

When would you be available to begin tutoring?

How many students would you like? Check all that apply. Please note that larger classes (over two students) will need to be taught entirely online at this time.

One  Two to Four  Five or Six

What level of students would you prefer? Check all that apply.

English as a Second Language- Beginner (focus is on the very basics of English)

English as a Second Language- Intermediate (focus is on getting students to a conversational level)

English as a Second Language- Advanced (focus is on refining English)

Basic Literacy (English speakers who are learning to read and write)

Do you have any other preferences regarding the type of student you would be tutoring (gender, etc.)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where would you be willing to tutor? Check all that apply.

Online

Wenatchee Community Center  Elsewhere in Wenatchee/East Wenatchee

Other city: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Due to the ever-changing times we are living in, classes may need to adapt. We will be following COVID-19 guidelines for our local area.

**Experience & Motivation**   
  
Please help us learn a little bit more about you and how you may fit well with our program.

What is your motivation for volunteering with the Literacy Council? What are you most excited about?

Can you describe any background you have in teaching (formal or informal situations) and learning languages? (No experience is required in these areas!)

Where do you think you would need the most support as a volunteer tutor?

Our mission is to actively promote literacy awareness in our community and provide direct tutoring instruction in reading, writing, listening, speaking, and life skills to motivated adult learners in Chelan and Douglas Counties.

**Volunteer Tutor Position Description**

Objective To help adult learners improve basic reading, writing, and speaking skills so they are better able to meet personal and professional goals and participate more fully in our community.

Qualifications

* Speak, read, and write English fluently.
* Can commit to tutoring for four months (40 hours of class).
* Work well with individuals from different cultures.
* Flexible, reliable, patient.
* No language other than English or teaching experience required.
* Age 18 or older.

Responsibilities

* Tutor adult students at regularly scheduled times, twice per week, 1.5 hours each time, so that students reach 40 hours of class time.
* Use provided curriculum or plan lessons related to students’ goals.
* Research questions students ask about English.
* Speak slowly and clearly, providing simple and concise explanations.
* Encourage and motivate students.
* While tutoring, refrain from proselytization, solicitation of business, one-on-one contact that could put you or students in a compromising situation, or dwelling on personal experiences.
* Communicate progress and concerns to the Literacy Council staff.
* Track volunteer time and student attendance, and submit monthly.
* Maintain confidentiality of student information, including but not limited to names and personal information of students.

Benefits

* Enjoy the satisfaction of empowering others.
* Achieve a broader cultural and social understanding.
* Develop tutoring skills and deeper knowledge of the English language.
* Gain experience for future employment in the teaching field.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand and agree to adhere to this position description if selected as a volunteer tutor.  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature Date

**Reference Form for Volunteer Applicants**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has applied to become a volunteer with the Literacy Council and we are asking you to evaluate the applicant on the checklist below. When you are finished, please send to: Literacy Council, 620 Lewis St, Wenatchee, WA 98801 or email to literacycouncil@cdcac.org.

How long have you known the applicant, and in what capacity? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Category** | **Upper 10%** | **Upper 25% but not Upper 10%** | **Upper 50% but not Upper 25%** | **Lower 50% but not Upper 25%** | **Lowest 10%** | **No Basis for Judgment** |
| 1. Demonstrates regular attendance and punctuality. |  |  |  |  |  |  |
| 2. Willingly learns new concepts or ways of doing things; can receive constructive comments well. |  |  |  |  |  |  |
| 3. Has the capacity to sense others’ needs and act accordingly. |  |  |  |  |  |  |
| 4. Maintains professional demeanor, behavior, and attire. |  |  |  |  |  |  |
| 5. Uses good judgment to keep privileged information confidential. |  |  |  |  |  |  |

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone: (\_\_\_\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone: (\_\_\_\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_