



Literacy Council of Chelan & Douglas Counties Tutor Application

Thank you for your interest in becoming a volunteer tutor for the Literacy Council! Please fill out the following application and return it to:

Literacy Council
508 S. Chelan Ave.
Wenatchee, WA 98801

The steps to becoming a volunteer tutor include:

1. Submit a volunteer application
2. Submit two references
3. Attend a new tutor orientation, which we will contact you to schedule (15 minutes)
4. Attend a new tutor training (8 hours, usually held on a Saturday)



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.
- Able to uphold a 15-week commitment to the Literacy Council of Chelan and Douglas Counties tutoring students no less than three hours per week (45 hours total).
- Work well with individuals from different cultures.
- Flexible, reliable, creative, patient, and possess a sense of humor.
- Enjoy learning.
- No language other than English or teaching experience required

Responsibilities

- Tutor students at regularly scheduled times, twice per week for 1.5 hours each time (once per week for conversation class).
- Plan creative lessons pertinent to students' goals.
- Keep explanations simple and concise.
- Speak slowly and clearly.
- Complete the required tutor training prior to tutoring.
- Submit a monthly timesheet.
- Communicate progress, problems, and concerns to the Literacy Council staff.
- Encourage and motivate students.
- Maintain confidentiality of student information, including but not limited to names and personal information of students.
- While tutoring, refrain from favoritism, proselytization, solicitation of business, one-on-one contact that could put you or students in a compromising situation, or dwelling on personal experiences.

Benefits

- Satisfaction of empowering another person.
- Achieve a broader cultural and social understanding by engaging with students and other volunteers.
- Develop tutoring skills and knowledge of the English language.

I, _____, understand and agree to adhere to this position description if selected as a volunteer tutor.

Signature

Date



Literacy Council of Chelan & Douglas Counties Tutor Application

Applicant Name _____ Date of Birth _____

Address _____

Phone Number () _____ E-mail _____

Employer _____ Are you a veteran? yes no

How did you find out about us? _____

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

Our classes generally fall in the scheduled times below. Which ones would be preferable to you? Check all that apply.

<u>Monday/Wednesday</u>	<u>Tuesday/Thursday</u>
<input type="checkbox"/> 9:00 – 10:30	<input type="checkbox"/> 9:00 – 10:30
<input type="checkbox"/> 11:00 – 12:30	<input type="checkbox"/> 11:00 – 12:30
<input type="checkbox"/> 1:00 – 2:30	<input type="checkbox"/> 1:00 – 2:30
<input type="checkbox"/> 3:00 – 4:30	<input type="checkbox"/> 3:00 – 4:30
<input type="checkbox"/> 5:30 – 7:00	<input type="checkbox"/> 5:30 – 7:00
<input type="checkbox"/> 6:00 – 7:30	<input type="checkbox"/> 6:00 – 7:30

How many students would you like? Check all that apply.

One Two to Four Five or Six

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

- Beginner (focus is on the very basics of English)
- Intermediate (focus is on getting students to a conversational level)
- Advanced (focus is on refining English)

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



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

Wenatchee Community Center Elsewhere in Wenatchee/East Wenatchee

Other city: _____

We may have other volunteer opportunities available. Would any of the following interest you?

Teaching conversation class: preparing lessons for higher level students to drop in and practice speaking, once per week from 5:30-7:00 PM. (time commitment: 2.5 hours per week --1 hour preparing, 1.5 hours teaching)

Providing assistance at events: setup and clean-up at events such as fundraisers or volunteer/student recognition events (time commitment: 2-6 hours per event)

Cooking lunch for volunteer tutor trainings (time commitment: 1-2 hours)

Serving on our advisory board (by invitation): a three-year commitment to guiding the direction of the program, planning and holding our annual Spelling Bee fundraiser each April, and connecting the program to useful community contacts and resources (time commitment: 2-3 hours per month, 10+ hours per month during February-April).

I have other skills I could contribute: _____



Experience & Motivation

Please answer the following:

What volunteer experience have you had in the past? What were the highlights and challenges?

What is your motivation for volunteering with the Literacy Council?

What skills, education, or experience would you bring to the Literacy Council?

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, 508 S. Chelan Ave, Bldg. B, Wenatchee, WA 98801.

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

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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4. Maintains professional demeanor, behavior, and attire.						
5. Uses good judgment to keep privileged information confidential.						

Name: _____ Signature: _____

Address: _____

Phone: (_____) _____ Date: _____