



## English Tutor Volunteer Description

### Overview of Role

Volunteers will be matched with an adult English language learner. Matches will take place as weekly, one-on-one sessions at the NCC or another public space of choice. The focus of the match is to teach or help improve a learner's English speaking, reading, writing, or listening skills. Our learners come from diverse backgrounds and cultures. There is no curriculum, volunteers must develop their own lessons.

Occasionally, we make matches for other specific needs including: citizenship test preparation, basic computer literacy, or conversational or social English, however, our main focus is on lower level English learning support. Tutors will be matched based on their teaching ability, interests and schedule.

### Availability of Role

This role is available throughout the year according to the number of client requests for tutors. However, matches can take months to make if the volunteer's availability or experience is minimal.

### Time Commitment

One hour for preparation of lesson materials (this is done independently by the volunteer).  
Weekly one hour teaching sessions (for a minimum of 3 months).

### Responsibilities

- Informally assess learner during the initial introduction meeting with NCC staff and learner
- Plan weekly lessons and find materials using online resources or NCC's ESL library catered towards learner's goal
- Track attendance and progress; check-in with staff via submission of Progress Sheet
- Create a safe, welcoming and non-judgmental learning environment
- Problem solve throughout match and report major challenges to Volunteer Administrator
- Notify Volunteer Administrator of termination of match and complete a brief exit interview

### Qualifications

- Experience in the following areas is an asset: elementary/secondary teaching, tutoring, ESL, TEFL
- Ability to work independently and develop lessons with no curriculum
- Comfortable teaching newcomers and working through language, cultural and literacy barriers
- Friendly, patient and able to adapt communication to a more basic style when required
- Confidence and willingness to take initiative; must be able to remind learner of meetings and contact them independently to ensure attendance if required.

### Benefits include:

- The opportunity to help a newcomer build their confidence and navigate the community better
- Becoming a safe person to ask questions about Canadian society and make mistakes with
- The opportunity to build friendships and ability to see a newcomer flourish in their community
- Use of the printers, photocopier, computers, ESL library and resources at NCC

