

VOLUNTEER POSITION: LITERACY TUTOR - English

The YWCA Montreal is looking for women who are interested in becoming volunteer literacy tutors.

Key tasks and responsibilities

- Lead tutoring sessions to help a participant learn reading, writing and possibly math skills in English;
- Plan tutoring sessions;
- Provide the participant with educational materials tailored to her literacy needs;
- Evaluate the participant's progress and complete regular progress reports;
- Participate in professional development and other literacy program activities.
- Communicate with the head of the tutoring program about any difficulties that arise in your tutor-learner pairing.

Position requirements

- **Knowledge:** Knowledge of or interest in literacy, education or adult education. Sound knowledge of the rules of grammar and spelling. Proficiency in written and spoken English. Candidate is attuned to immigration and the status of women in Québec.
- **Practical skills:** Ability to set objectives, prepare tutoring sessions, develop meaningful exercises in line with defined objectives, develop various activities to promote reading and writing skills. Ability to share knowledge.
- **People skills:** Have interpersonal skills, empathy and patience; be tactful, understanding and a good listener. Know how to accommodate others and their ideas. Be encouraging, very open-minded and flexible.

Volunteer conditions

- Minimum commitment of one year;
- Be committed and prepared to volunteer for 2 to 3 hours per week (includes prep time, tutoring sessions and quarterly progress reports);
- Participate in basic training (4 hours) and professional development.

Type of position and schedule

Regular position – schedule to be determined with participant.