

Volunteer Job Description English At Large One-to-One Tutor

One-to-One Tutoring Summary

English At Large is the only organization in our 21-town service area that provides one-to-one English language instruction, through a volunteer network. For those who want to learn English but struggle to learn in large classroom settings, or who are challenged to balance multiple work or family obligations, our One-to-One Tutoring Program is their only option.

Our learners thrive in a program delivered locally on a schedule that fits their busy lives, and that also offers a rigorous educational experience focused on their individual goals.

Qualifications

- Strong desire to improve the English language skills of assigned English At Large learner
- Appreciation of and sensitivity to cultural differences
- Patient, flexible, understanding, organized, and able to encourage and motivate
- Willingness to provide instruction that is learner-centered and relevant to learner's life and personal goals
- Available to tutor two hours per week, by arrangement
- Native or near-native English fluency
- Openness to continued development of tutoring skills

Responsibilities

- Complete 12 hours of new tutor training (four 3-hour workshops)
- Prepare learner-centered lesson plans and tutoring activities that align with learner's personal and language-learning goals
- Commit to regular 2-hour weekly tutoring sessions, for a minimum of 50 hours (about 6 months)
- Notify learner directly if you are unable to attend a scheduled tutoring session
- Report monthly tutoring hours and activities to EAL staff each month
- Promptly notify EAL staff of cessation of tutoring, extended absences of learner or tutor, or changes in tutoring relationship
- Communicate needs or concerns about your tutoring to EAL staff

EAL Tutors ...

- receive ongoing support and personal guidance from EAL staff
- are eligible to attend free Department of Education professional development workshops
- attend volunteer networking coffees to exchange best practices
- have full access to the EAL library's instructional resources