

# ESL Community Tutor

## Summary

Community tutors work weekly with a fluctuating group of English language learners to partner with them on their goals. Tutors prepare materials for each session. In-person and virtual placement options.

## Responsibilities

- Follow Washtenaw Literacy guidelines
- Attend a weekly
- Plan and facilitate sessions for learners, including preparing materials
- Encourage learner participation and goal setting
- Provide coordinator with advanced notice of absence
- Communicate with coordinator about learner needs

## Successful Traits

- Comfortable with meeting a variety of learners
- Have a growth mindset
- Positive attitude
- Able to leave space for learners to practice speaking
- Flexible with changing learners, variations in level, and changing group dynamics, including low or (sometimes) no attendance
- Collaborative and communicative with other tutors
- Proactively asks questions of staff

## Training

- Required modules ([click here](#) for descriptions and schedules)
  - Foundations in Adult Literacy
  - Session Planning for Community Tutoring
  - Washtenaw Literacy Program Orientation
- Recommended: Optional professional development workshops offered throughout the year

## Benefits to the Volunteer

Community Tutoring gives tutors the opportunity to jump into real-world experience with a learner and with tutoring. Tutors and learners are able to work on many different activities and skills. The fluctuation in learner level, goals, and attendance will keep every tutor on their toes.

To learn more, visit [www.washtenawliteracy.org](http://www.washtenawliteracy.org) or email Zev at [miklethun@washtenawliteracy.org](mailto:miklethun@washtenawliteracy.org).

## At a Glance

- Duration: Minimum of one semester (4 months)
- Time commitment: One and a half hours per week + preparation
- Age: Must be 18 or older
- Supervision: Program Coordinator and Site Coordinator

Tutor Handbook, [click here](#).

## Tutor Objective

To partner with an adult learner or learners to pursue their personal goals by improving their ability to understand, speak, read, and write basic English and do math through customized, research-based tutoring.

## Our Values

We work to advance equity in our community. As tutors, we commit to self-reflection and growth in our own cultural beliefs, values, and biases. We work to integrate diversity, equity, and inclusion in our tutoring.

