



# Class Volunteer:

## Job Description

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**The Lloydminster Learning Council Association**  
*(non-profit organization promoting life-long learning)*  
requires Class Volunteers

**Reports to:** Program Coordinator

**Confidentiality:** Will demonstrate strict confidentiality in all matters

**Introduction:** The volunteer tutor shall provide services consistent with the objectives provided by the Literacy Coordinator; to assist an adult learner to meet his/her needs and personal goals, in developing and improving basic literacy skills and/or English Language Learning.

**Responsibilities:**

- Act as an ambassador for the Lloydminster Learning Council Association
- Attend orientation/training opportunities/meetings/presentations
- Meet with the Literacy Coordinator to be matched placed in the classroom
- Greet learners and provide a warm and welcoming atmosphere
- Assist learners to define and meet their individual learning goals (Learner Centered)
- Assess learner's entry level and record learner's progress (CLB or Benchmarks)
- Plan and provide lessons matching learner goals, interests and abilities (Portfolio)
- Keep a record of activities and report volunteer hours (preparation, tutoring, training) via Tutor Log (Statistics required by Funders/LLCA)
- Work cooperatively and in a professional manner with all involved
- Report all successes and challenges as they occur to the Literacy Coordinator

**Time Commitment:**

4 hours a week. 2 hours on Tuesdays, 2 hours on Thursdays. 6:30-8:30.

**Meeting Place:**

Lakeland College, Lloydminster

**Money:**

All tutoring is done on a volunteer basis. Tutors can not give or receive money from their learner.

**Qualifications:**

- Keen interest to assist adult learners
- Proper English, Literacy and Math Skills
- Clean Criminal Record Check/Vulnerable Sector Check
- Excellent communication skills

- Ability to work in a multicultural environment and demonstrate respect for other values/cultures
- Creative, patient, enthusiastic, flexible and friendly
- Ability to work independently with learner or as a team player in a classroom setting

The above information has been designed to indicate the general nature and level of work performed within this job classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of persons assigned to this position.

**Apply to:**

Lloydminster Learning Council Association

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