



Charles County Literacy Council

## VOLUNTEER AGREEMENT – LITERACY TUTOR

### Desired Qualifications:

- Good reading and writing skills
- Dependable and able to interact positively with a diverse population
- Patient, flexible and friendly
- A willingness to develop a student's confidence and positive attitude about learning

### Duties:

- Provide literacy tutoring based on the methods of Laubach Literacy of America and the Charles County Literacy Council at least once a week for a minimum of 6 months to 1 year.<sup>1</sup>
- Record and report hours and comments on student progress on a monthly basis
- Record student goals and track student progress on Literacy Goals Worksheet; mail in a copy at least twice yearly.
- Notify the program staff of any change in tutoring status, schedules or locations, as well as any change in address or phone numbers – **tutor or student**

### Agreements:

The Charles County Literacy Council, Inc. agrees to provide:

- Orientation and training needed by the volunteer in order to serve as a literacy tutor
- Instructional materials needed to provide literacy tutoring
- Guidance and assistance in lesson planning as needed
- Assistance in finding outside resources as needed
- Additional training opportunities as needed
- Assessment of the literacy skills and needs of clients to receive literacy tutoring
- Recognition of all volunteer efforts

The Volunteer tutor agrees to:

- Perform the duties of a volunteer as described in this agreement and through training.
- Respect the confidentiality of all clients of the Charles County Literacy Council.
- Abide by the policies and procedures as set forth in the Charles County Literacy Council Tutor Manual.
- Meet in public places only, such as libraries, fire stations, restaurants, Lifelong Learning Center, or other public locations, as agreed upon by both tutor and student; tutors will **not** meet in homes or private locations.
- Allow students to arrange/secure their own transportation; tutors are **not** to provide transportation for the student.
- Support the mission of the Charles County Literacy Council.
- Attend 5 monthly meetings and/or volunteer 10 hours of time to Charles County Literacy Council's events

By signing this agreement below, I consent to the terms of this agreement and acknowledge receipt of the Charles County Literacy Council Tutor Manual.

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<sup>1</sup>Tutors agree to tutor weekly, as schedule permits, and may continue tutoring for as many years as they wish. They may choose additional or alternate students; they may also request, and take breaks from, or discontinue tutoring.

