

**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.[[1]](#footnote-1)
* 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.

1. 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. [↑](#footnote-ref-1)