

## Volunteer Tutor Job Description

Position Title: **Volunteer Reading Tutor**

Supervisor: Volunteer Coordinator, Reading Success Program, United Way of Lake County

Objectives:

- To provide individual attention to first, second, and third grade students who need extra help in developing strong reading skills.
- To enhance self-esteem and confidence in tutored students through patience and encouragement.
- To participate in a widespread community initiative collaborated by the United Way of Lake County, Waukegan Public School District 60, and other partners.

Responsibilities:

- Commit to a minimum of 40-60 minutes per week for one school semester.
  - Attend mandatory training before working in classroom.
  - Review each session's materials (prepared by the teacher), then work one-on-one with the assigned student.
  - Complete a feedback form following each session to inform the teacher about progress.
  - Direct any questions or concerns to the Reading Success volunteer coordinator.
  - Notify the Reading Success volunteer coordinator in advance about planned absences. In the event of an unexpected absence, call the volunteer coordinator as soon as possible so that a replacement tutor may be found. If volunteer is a member of a team, the volunteer should first attempt to find another team member to read on that day.
- If a tutor consistently neglects his/her responsibilities, the volunteer coordinator will seek to make other arrangements with the tutor or to dismiss his/her services.

Qualifications:

- Ability to read and write the English language.
- Interest in and comfort working with first, second or third grade students.

Orientation and Training:

- Tutors attend a training session before being assigned to a classroom.  
Tutors receive reading-specific training and training on working with students.
- Supplemental materials are available concerning reading skills and on dealing with children of varying ages and backgrounds.
- The volunteer coordinator is always available to discuss and to address any concerns. Appointments with teachers and reading specialists can also be made.
- To ensure the needs of the tutors are met, the volunteer coordinator will act as a volunteer advocate.

Benefits:

- Assisting children in developing the skill most fundamental to success in life—reading.
- Making a difference in children's lives by helping them learn persistence, patience, and self-confidence.
- Tutors receive relevant experience for careers in education, childcare, and literacy related fields.

For more information contact Sue Baehr, Volunteer Coordinator, Youth Success Program, United Way of Lake County [sue.baehr@uwlakeco.org](mailto:sue.baehr@uwlakeco.org) or 1 847 775 1032.