

ESL TUTOR

Position Summary:	Tutor an adult learner in listening, speaking, reading, writing, and comprehension of the English Language. Share cultural experiences and help the learner connect to the broader community.
Reports to:	Program Coordinator
Roles and Responsibilities:	<p>Community</p> <ul style="list-style-type: none"> • acquaints learners with community resources • acts as a link to the community <p>Tutoring</p> <ul style="list-style-type: none"> • provides English language support focused on immigration settlement issues • provides learner focused tutoring • encourages learner input and feedback • uses clear language • gives positive encouragement • maintains confidentiality <p>Tasks</p> <ul style="list-style-type: none"> • uses resources, references, and the coordinator's help to expand ESL subject knowledge and tutoring skills • cares for and returns books and resources • keeps a record of tutoring hours and sessions • contacts the coordinator regularly • notifies the coordinator when problems arise • provides references and undergoes a criminal record check at no cost to the tutor • completes the online and face-to-face training
Skills and Qualifications:	<ul style="list-style-type: none"> • excellent written and oral English skills • basic computer skills • good interpersonal skills, maturity and discretion • caring, non-judgemental attitude, patience • flexibility and creativity • ability to work independently
Time Required:	<ul style="list-style-type: none"> • 2 hours of tutoring/week, plus travel and prep time • six months commitment

Why Volunteer?

- Meet new people and contribute to your community
- Welcome newcomers and immigrants, and support them as they fulfil their potentials in Whistler and adapt to life in Canada
- Receive free training and ongoing guidance
- Gain experience and develop skills for future career opportunities
- Add it to your resume
- Receive a reference after 6 months of participation
- Ongoing training opportunities

The **Volunteer Adult English Language Tutoring Program** is a community-based, volunteer tutor program that provides one-to-one and/or small group English Language instruction to adults living or working in the Whistler community. These may be English as a Second Language learners or Canadians requiring support in one or more literacy areas.