Literacy Volunteers of Wayne County, Inc.

Job Description: Tutor Trainer

Reports to: Basic Literacy Coordinator or ESL Coordinator

Duties:
1) Communicate with Program Coordinator on training needs prior to each training,
2) Ensure building and materials are prepared,
3) Ensure trainees have been contacted, appropriate information has been provided,
4) Present ESL or Basic Literacy Tutor Training Workshop in accordance with LV Wayne’s training guidelines,
5) Facilitate communication between trainees and Program Coordinator throughout training as needs arise,
6) Complete all subjects included in LV Wayne Tutor Training Guide,
7) Meet with Program Coordinator to discuss appropriate Student/Tutor matches after first session and before final session,
8) Meet with Program Coordinator to evaluate effectiveness of training upon completion.

Requirements:
1) Completed either Basic Literacy Tutor Training or English as a Second Language Tutor Training,
2) Assisted Certified Trainer in portions of Tutor Training,
3) Participated in Training of Trainers Workshop or equivalent.