



Nova Scotia School
for **Adult Learning**
Success starts here!

École de **formation des
adultes** de la Nouvelle-Écosse
Le succès: ça commence ici!

Sample Job Description

Tutor Coordinator Position

Position Scope

The tutor coordinator manages all aspects of a multi-component program that supports volunteer tutors in their work with adult learners. The tutor coordinator recruits, screens, organizes the orientation and ongoing training for, and places volunteers who provide one-to-one or small group instruction to adult learners in community settings or in the classroom. Following Levels I and II of the *Adult Learning Program* curricula, the tutor coordinator provides direction to the volunteer in order to assist him/her in helping the learner meet learning outcomes. The tutor coordinator assesses learners and facilitates the preparation of learning plans which serve to frame and guide the work of the volunteers.

Specific Duties

Recruits volunteers by:

- preparing information on the role and responsibilities of the volunteer tutor
- using a variety of means to publicize the volunteer position

Screens volunteers by:

- implementing a screening procedure which might include a registration form with a confidentiality clause, an interview, request for references, a probationary period and a subsequent referral process for those volunteers who are not suitable
- determining the best placement, whether it be in a one-to-one or in a small group setting, or assisting an instructor in a classroom

Assesses learners by:

- implementing an assessment procedure that might include a registration and an interview process (this should include a reading, writing, or numeracy assessment)

Organizes and/or provides an orientation and ongoing training sessions by:

- scheduling a *Tutor and Instructor Training and Certification Program* for all new volunteers with the Department of Labour and Workforce Development's Adult Education Coordinator for the region
- giving volunteers an overview of the organization's programs, services, policies, and procedures
- consulting with volunteers as a means of determining ongoing professional development needs
- offering regular professional development opportunities. Matches trained volunteers and learners in the following settings:
 - one-to-one or small group: scheduling a meeting between the volunteer and the learners and reviewing roles and responsibilities of each
 - classroom: scheduling a meeting between the volunteer and the instructor

Provides ongoing support to:

- volunteers by:
 - speaking or meeting individually or in groups regularly (at least once a month)
 - obtaining monthly written progress reports from all volunteers
 - responding to requests for information, direction, and curriculum resources
- instructors by:
 - contacting them on a regular basis to follow up on the volunteer's progress
 - providing any necessary assistance as requested

Evaluates the program by:

- maintaining records and files on all aspects of the program
- completing Interim and Final Reports and the Learner Profile Forms

Qualifications

- postsecondary education or equivalent educational experience
- completion of the *Nova Scotia Tutor and Instructor Training and Certification Program* an asset
- proven coordination, organizational, and administrative skills
- demonstration of strong interpersonal and team-work skills
- excellent oral and written communication skills
- an understanding of adult education principles
- experience in the field of adult education would be a definite asset
- sound computer skills an asset.

* *If an organization applies for an Organization Administrator position, some of these duties might be assumed by that position.*