

SCARBOROUGH WOMEN'S CENTRE VOLUNTEER ROLE DESCRIPTIONS
Literacy/English Conversation Tutor

Position Title	Literacy/English Conversation Tutor
Program Area	Case Management Service/Support
Reports to	Case Manager
Purpose	To provide 1-to-1 support to a woman already enrolled in or who has completed a formal literacy program (eg. ESL) and who is looking to improve her oral, reading and writing skills.
Advantages	Volunteers will: <ul style="list-style-type: none">• Have an opportunity to complete a 24 hour training program that will provide insight into various issues pertaining to the empowerment of women.• Learn transferable skills such as active listening, needs assessment and referral; will build excellent interpersonal and communication skills and will learn about community resources.• Learn tutoring and mentoring skills, including how to be culturally appropriate, client-centered and non-judgmental.• Gain an understanding of women's life realities and issues
Time Commitment	1-2 hours per week – Flexible (day, evening or weekend) Commitment of 6 months to 1 year
Qualities & Skills	Volunteers will possess a solid command of oral and written English; will show empathy and sensitivity toward women's issues; will be patient and diversity friendly. Will display an understanding of her own personal strengths and limitations. A basic knowledge of community resources would be an asset. This position is best suited for a woman who has met her own challenges and is ready to help another woman meet hers.
Description of Duties	Volunteers Will: <ul style="list-style-type: none">• Increase support system for service users by being available at least once a week at a mutually convenient off-site location.• Offer opportunities to the participant to practice English conversation, reading, and writing skills.• Will provide appropriate referrals based on the needs recognized by the participant and/or the volunteer.• Report to the Case Manager about any issues in the program area
Training Requirement	Completion of 24 hours of training provided onsite.

The next training session begins in Winter 2009, and will run for 7 Mondays from 6:30 to 9:30pm.

For more information contact: Scarborough Women's Centre at (416) 439-7111 or visit www.scarboroughwomenscentre.ca