

## **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.