

Volunteer Tutor



The Agency

The Calgary John Howard Society (CJHS) is a community-based charitable organization dedicated to reducing the incidence of crime and increasing community safety through preventative and restorative justice practices. To accomplish these ends, we provide direct services to individuals at risk, advocacy for effective responses to crime with the individuals involved and education for youth and adults in the community.

The Program

The Literacy and Learning Program is a free service giving individuals the opportunity to improve their literacy skills. The program is for men and women aged 18+ who are facing language and literacy barriers and have had, or are at risk of having involvement with the criminal justice system. The program offers one-to-one tutoring in the community and at the Calgary Remand Centre on a daily basis. The program focuses on foundational learning, supporting learners up to a grade 9 level. Learners work on reading, writing, numeracy and specific self-identified learning goals with an emphasis placed on skills that can be used in everyday life.

The Position

The Volunteer Tutor will work with foundational learners who wish to improve their literacy skills or who wish to work towards a specific learning goal that requires improved literacy. Learners will be matched with a Volunteer Tutor by the Literacy Coordinator and a collaborative approach will be taken to ensure a mutually agreed upon learning plan can be arranged. Learning sessions will be scheduled based on learner and Volunteer Tutor availability and will take place at the agency main office unless an alternate community location is more feasible.

Responsibilities

- Provide a nurturing environment to set and pursue learning goals.
- Nurture learner self-esteem and self confidence
- Support learner up to a Grade 9 level of literacy/education.
- Teach skills related to goals and objectives.
- Develop individualized programs to meet the learners' needs/goals.
- Network professionally with educational, social service, legal and correctional contacts
- In collaboration with the program staff and the learner, choose materials appropriate to the learner's reading level and goals.
- With the program staff and the learner, arrange appropriate times and locations to meet with the learner.
- Participate in assessment of the program and assessment of learner progress.
- Develop awareness of internal/external resources to make appropriate referrals for learners.
- Keep accurate records to be submitted for reporting purposes.

Volunteer Tutor



Time Commitment

- 1-3 hours each week
- A one year plus commitment to the program

Training

- Orientation and initial training is offered in addition to access to ongoing training sessions and events with the purpose of allowing the volunteers the opportunity to delve deeper into some of the issues impacting on the people serve.