



Carteret
LITERACY COUNCIL

Tutor Application

Last Name _____ First Name _____ Middle Initial _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Male Female

Birthdate _____

Ethnicity: Asian Black Hispanic Native Pacific Islands
 White Other

Highest Level of Education Obtained: _____

Describe any teaching, tutoring, or mentoring experience you have:

What foreign languages, if any, do you speak? _____

Availability: Morning Afternoon Evening

Days of Week: _____

How did you learn about CLC?

Signature

Date

Tutor Code of Ethics

As a volunteer:

I acknowledge that I am subject to a code of ethics similar to that of professional workers. I shall accept my assigned responsibilities and expect to account for what I do. I will carry out my duties as a volunteer tutor to the best of my ability, without monetary compensation.

As a volunteer I will encourage and support my students by:

- Being dependable and notifying the appropriate people if I cannot keep an appointment.
- Recognizing the need to be understanding of different backgrounds, family situations, and values.
- Helping them develop confidence and a positive attitude about learning.
- Treating them respectfully and involving them in decisions affecting the learning process and their goals.
- Selecting materials and learning approaches appropriate to each learner's abilities and needs.
- Submitting a Periodic Program Evaluation to the Literacy Activities Coordinator.
- Sharing information with the Literacy Activities Coordinator.

As a volunteer I can expect:

- To be treated as a coworker.
- To have an appropriate assignment.
- To be kept informed about the organization.
- To receive adequate support, training, and supervision from the organization.
- To feel free to share information with the Literacy Activities Coordinator.

Volunteer Signature

Date

Literacy Activities Coordinator Signature

Date



CLC Confidentiality Statement

I agree to hold confidential any private and personal information I may have access to in connection with my activities as a volunteer with the Carteret Literacy Council and will not divulge it to any unauthorized persons. I understand that disclosure of such confidential information would be considered a serious breach of confidence in me as a volunteer.

Volunteer Signature

Date

Literacy Activities Coordinator Signature

Date



Tutor Responsibilities & Guidelines

CLC'S Goal: To help improve literacy by providing one-on-one tutoring to students to improve reading, writing, math, life skills, or to achieve other self-identified goals set by the student.

Tutor Commitment: We ask that you make a commitment to tutor for one year. This allows you and your student to build a trusting relationship and to see progress being made. Tutoring should be twice a week with adequate time for lesson preparation.

Tutor Requirements

- Demonstrate the desire to teach by completing a 10- to 12-hour tutor-training workshop.
- Be at least 16 years of age.
- Accept and avoid behaviors that contradict the CLC nondiscrimination policy that states we do not discriminate on the basis of gender, race, national origin, religion, political belief, age, sexual orientation, disability, or veteran.
- Be a community member in good standing and have no record of a conviction for any sexual offense or conviction for a crime of violence.
- Adhere to the Tutors Code of Ethics and Confidentiality Statement.

Tutor Responsibilities

- The Literacy Activities Coordinator will call you to assign a student and set an agreed time and place for your meetings. You will call your student to confirm the first meeting. Students and tutors will meet only in approved public locations.
- Call the Literacy Activities Coordinator after your first meeting to confirm it was held and how it went.
- Prepare lessons according to your student's needs and goals. If you have problems or concerns with lesson planning call the Literacy Activities Coordinator.
- Submit a monthly time sheet to the Literacy Activities Coordinator no later than the tenth of every month by email, mail, or drop off at CLC's office. The time sheet helps CLC evaluate the effectiveness of the program, gather information on student progress, and collect data necessary to obtain and maintain funding.
- Do not drive students in your car. If you do so, CLC accepts no liability.
- Contact the Literacy Activities Coordinator if you discontinue tutoring.
- If you have a problem or conflict with your student, contact the Literacy Activities Coordinator.

Volunteer Signature

Date

Literacy Activities Coordinator Signature

Date

