



## Head Tutor (Adults) Position Description

est. 50-60 hours of work over a 12-week period, \$11/hr

You will be hired as an independent contractor by College Wesleyan Church in Marion. This means you will be responsible for reporting your income to the IRS and paying the applicable taxes (including SECA) from your earnings.

### How you will benefit from holding this position

- You will learn what it takes to collaboratively run a community-based program; you will directly shape this growing program and its future.
- You will grow in your time-management, interpersonal and program administration skills.
- You will expand your communication abilities, including effective cross-cultural communication
- You will grow more confident as a leader and mentor
- You will become involved in the local community and befriend Grant County immigrants and volunteers from TU, IWU and local churches.
- You will grow your adaptability muscle - we never quite know what is going to happen!

### Ideal Qualifications

*We will consider applicants who do not meet all our ideal qualifications, so please apply if you meet most of them!*

- upperclassman or college grad
- well-organized; has good time management skills
- good at multitasking
- flexible and adaptable
- effective communicator
- enjoys working with people; has good people skills; is a welcoming person
- able to dynamically lead group activities
- some cross-cultural knowledge and/or experience
- at least low-intermediate Spanish language skills (written and oral)
- completed some TESOL coursework, esp. a Methods of TESOL class OR an experienced language learner and tutor
- clean criminal history record

### Position Expectations:

The tutoring sessions take place on Monday and Thursday nights. The head tutor has the option to lead one or more tutoring sessions per week for the duration of one semester. He or she will collaborate with the program director to mentor, provide guidance, and coordinate the work of volunteer tutors, many of whom do not have TESOL background or much tutoring experience. The head tutor will ensure that tutoring sessions go smoothly, volunteers receive the help they need, and tutees feel welcome and are satisfied with the help they receive. To this effect, the head tutor will complete a range of program-related tasks, which may include, but are not limited to:

- ❑ Attend a 2-hour orientation with the program director. *This should occur at least a week before the start of the tutoring semester.*
- ❑ Register or facilitate the registration of new ESL students using the welcome (registration) packet.
- ❑ If needed, assign each new tutee the best available tutor for their needs.
- ❑ Deal with concerns raised by tutees or tutors and resolve conflicts. *Consulting with the program director/co-director is encouraged if necessary.*
- ❑ Regularly and in a timely manner send updates on session progress.
- ❑ Meet with the rest of the program staff monthly to ensure satisfactory program progress and resolve issues.
- ❑ Provide a tally of hours worked when requested.
- ❑ Ensure a clean, safe and organized space for tutoring sessions.
- ❑ Prepare or facilitate preparation of snacks for the break maintaining basing hygiene.
- ❑ Facilitate the group activity part of the session.
- ❑ Assist tutors as needed with their preparation for the session. May hold individual consultations with tutors on a rotating basis.
- ❑ May observe all tutors on a rotating basis with a view to providing helpful tutoring suggestions. Mentor more extensively any freshmen tutors.
- ❑ Keep the tutors accountable in respect to communication, record keeping and quality of work.
- ❑ Make arrangements for absent tutors and tutees.
- ❑ Ensure the continuity of the program through appropriate record-keeping, which shall include: tracking tutor/tutee attendance (HT), completion of tutee session logs after each session (tutors) and completion of a progress check every 4th session (tutors)..
- ❑ Arrange for an acceptable substitute if unable to attend. *Another head tutor or the program director are options.*
- ❑ May be called upon to tutor during a session if necessary.
- ❑ Represent the program well by displaying professional appearance and demeanor to tutors, tutees and program partners.