



VOLUNTEER TUTOR EXPECTATIONS

As a volunteer tutor, you are expected:

1. To undergo a background screening if you are 18 years of age or older.
2. To complete the Peak Reader Tutor training.
3. To commit to tutoring twice a week for at least one full semester (i.e. summer 6 weeks, fall and spring 12 weeks).
4. To accept your student assignment with an open-mind and supervision from the Site Coordinator, as well as ask questions when necessary.
5. To understand that Children's Literacy Center's policy, regarding Child Protection, requires that should you suspect your student is being abused or neglected, you are to inform the Site Coordinator immediately so the proper reporting process is initiated.
6. To notify the Site Coordinator by **noon** of the day you are expected to tutor if you are unable to attend.
7. To arrive early to prepare for tutoring sessions. If either party is more than 10 minutes late, tutor or student will be assigned to another partner for that session or sent home. Two or more unexcused absences warrants being dropped from the program.
8. To tutor your student using the Peak Reader curriculum **only** and follow it as it is written.
9. To clean and return all Peak Readers and reading materials to their proper places and not remove or copy any materials. Also, inform the Site Coordinator of materials that require mending or replacement.

As a volunteer tutor, you can expect:

1. To receive prompt replies from the Site Coordinator to any question or concern regarding your student or other tutoring responsibilities.
2. To receive proper instruction on the specific reading needs of your student from the Site Coordinator.
3. To receive assistance from the Site Coordinator in evaluating your performance and effectiveness.
4. To receive a reference from the Site Coordinator for your volunteer hours and involvement with Children's Literacy Center.
5. To receive notifications of any changes to the tutoring hours or days.
6. To receive ongoing recognition and appreciation for the services you provide on behalf of Children's Literacy Center.
7. To have fun and change a child's life!