



Volunteer Tutor Responsibilities

Thank you for volunteering with ONE TO ONE Literacy as a volunteer tutor!

Your commitment to the program is essential. Students look forward to reading with you and it is, therefore, important to be consistent in your attendance. Both the continuity of the tutoring sessions and the attention of a supportive volunteer tutor are significant factors in the students' continued reading enjoyment and improvement. Below are some of the important expectations of a ONE TO ONE volunteer tutor:

- Attend a 3-hour ONE TO ONE training session and complete a criminal record check before you begin tutoring at a school.
- Attend an orientation session at your school. This will help you understand how the ONE TO ONE program operates at the school level. The school orientation is designed to help you feel more comfortable as a guest in the school. You will meet school staff, tour the school, and familiarize yourself with the ONE TO ONE space. At this time, you will review emergency procedures in the event of an injury, fire or earthquake.
- Wear your ONE TO ONE name tag so that all school staff are aware of your role in the school. We encourage you to join teachers in the staff room at recess.
- Arrive on time for your tutoring sessions. If you know in advance of expected long-term absences, inform both your Area Liaison and School Coordinator so they can make arrangements for an alternate tutor. In the event of an unexpected absence, please let the school office know.
- Provide brief notes on your daily activities in the student files. Student files are an important communication tool between tutors working with the same students.
- Familiarize yourself with this training manual and, whenever possible, attend our ongoing training sessions to further develop your tutoring skills.
- Treat as confidential all information about individual students and school matters. You are required by law to communicate any child protection disclosures from a student to the Ministry of Child and Family Development (MCFD) office, or, if the student is of Aboriginal descent, to your local Delegated Aboriginal Child and Family Services Agency. The issue should also be brought to the Principal's attention and s/he can assist you in reporting.
- Speak to your School Coordinator or Area Liaison if you have any concerns about your volunteering.
- Do not take a student off school grounds and refrain from offering gifts to students.
- Leave the door open while you are working with a student.
- Review and sign the School District's volunteer agreement, which sets out the school's expectations of volunteers.

**Thank you, volunteers, for all you do for the ONE TO ONE program.
Enjoy your time with your students and share your joy of reading with them!
The time you give is a gift that makes a world of difference to your students.**