



## Volunteer Job Description

<b>Job Title:</b> Tutor – English	<b>Length of Term:</b> 12 weeks
<b>Department:</b> Skills Training	<b>Time Commitment:</b> 2-3 hrs/week
<b>Reports to:</b> Gurjeet Dhol, Skills Assistant	<b>Time of Day:</b> Evenings, flexible

### **Purpose of the Position:**

Tutors assist participants of the Trades Training program in learning material taught in their Math, Science and English courses in preparation for their pre-apprenticeship exam. You will be supporting participants in learning course material, developing interpersonal skills and helping to build their confidence. The Trades Training program is a full-time 6 month pre-apprenticeship program for immigrants and aboriginals interested in pursuing a career in the Trades. The program provides 12 weeks of upgrading (Math, Science, English and Life Skills), technical training at SAIT, safety/first aid certification and a work placement. Tutoring sessions are held on-site at Momentum.

We are currently seeking an English tutor to work with our upcoming Trades program participants.

### **Duties/Responsibilities:**

- Work through subject material with participants, either one-on-one or in small groups
- Build a relationship with the participant
- Break down course material or provide examples to help the participant learn curriculum material
- Support language learning (the technical concepts of grammar, spelling, pronunciation, oral communication, reading and/or writing)
- Punctuality: volunteers must be available each week in order to best support the needs of participants

### **Skills, Experience, Qualifications:**

- Previous experience tutoring, coaching, teaching or ESL instruction considered an asset

- Previous experience working with multi-cultural and/or highly barriered participants would be considered an asset
- Fluent English speaker
- A clean police record

**Personality Traits and Qualities Desired:**

- Genuine interest in helping others to achieve their full potential
- Compassionate and empathetic
- Punctual and reliable
- Strong communication and interpersonal skills
- Respectful of differences
- Willing to accommodate various learning styles

**Benefits:**

- Develop your teaching and tutoring skills
- Support the development of an educated workforce in Calgary
- Support an individual's career transition into the trades
- Become a valued member of the Momentum community

**Orientation, Training & Support:**

- Orientation to Momentum conducted by the Volunteer Coordinator
- Orientation to Tutoring led by the Skills Training Facilitator
- Volunteer Handbook and organization documents

NOTE: This volunteer job description is not intended to be all-inclusive. Volunteer may perform other related duties as negotiated to meet the ongoing needs of the organization.

**If you are interested in this volunteer opportunity please contact  
Chelsea Detheridge, Volunteer Coordinator at:  
volunteer@momentum.org or 403-204-2696**