

Title of Position: ESL Tutor Training & Development VISTA

Host Site: Catherine McAuley Center

VISTA Assignment Objectives and Member Activities

Goal of the Project: The efforts of this VISTA will be to help create and sustain a long-term volunteer tutor training and coaching program. In a fiscal year, we typically have over 400 volunteer tutors who teach one-on-one English, math, conversation, citizenship, and computer skills to adult learners. The majority of our over 400 adult learners are immigrants and refugees. The VISTA member will ensure that our students are receiving the quality education they deserve by helping in three ways: They will assess and develop training materials and create an ongoing training program; they will schedule and execute a tutor coaching and observation program; and they will help create a "Tutor Leader" program so that the first two objectives can be sustainable.

Objective I: Learn how to tutor, which entails learning our curriculum for multiple English levels.

Performance Period: June- August

Member Activities:

1. Attend tutor orientation
2. Watch all training videos
3. Observe seasoned tutors
4. Observe staff teaching
5. Be a substitute teacher as needed to continue to grow teaching skills
6. Be observed teaching by a staff member at least 5 times

Objective II: Assess and learn our tutor training materials and presentations

Performance Period: July-October

Member Activities:

1. Go through our extensive curriculum library
2. Go through the options for our training presentations and activities
3. Write notes and gather information to best assess where needs are being met and what other presentations and trainings are needed
4. Ask tutors and staff in a survey what they think is needed for training
5. Begin looking at past schedules for our tutor conference

Objective III: Begin creating training materials and presentations and coordinating training sessions with current and new tutors

Performance Period: October-January

Member Activities:

1. Create new tutor training presentations
2. Update existing tutor training presentations
3. Create a schedule for training presentations
4. Begin training activities and presentations by December
5. Continue training schedule through January

Objective IV: Continue tutor training schedule and help facilitate and coordinate the annual tutor conference

Performance Period: February-May

Member Activities:

1. Continue training schedule through end of term
2. Help coordinate tutor conference schedule
3. Help coordinate tutor conference presentations and activities
4. Look forward to next year's objectives to include beginning tutor coaching and observations.

Benefits:

- \$17,600 annual living stipend paid out every two weeks.
- Health benefit through AmeriCorps.
- \$6,895 Education Award or \$1,800 Cash Award upon successful completion of service.
- \$750 Relocation Allowance for individuals moving 50 miles or more plus \$.40/mile.