

VOLUNTEER TUTOR APPLICATION

Thank you for your interest in the Whitecourt/Lac Ste. Anne Adult Learning's Volunteer Tutor Program. We are delighted that you have chosen this Program to share your skills and make a difference in someone's life. Prior teaching experience is not a requirement to be a volunteer tutor – **"we are all teachers and we are all learners"**. We will provide you with the training and resources you will need for working with your learner. As a volunteer tutor, you will need to:

- have a sincere interest in helping people
- be flexible and adaptable
- be enthusiastic and have a good level of energy (leave personal problems at the door)
- commit for a reasonable length of time (minimum 4-6 months - continuity is important), recognizing that, as a volunteer, you will miss some weeks here and there

Due to the nature of the job you will be undertaking, it is important that we take the necessary steps to maintain a safe, confidential, and healthy learning environment for both learners and tutors. The steps include your filling out our application form, and having a Police Record Check completed. Your completed application form will provide us with important information that will allow us to do the best job we can in matching a tutor's skills, interests, and personalities with those of his/her learner.

When your application has been received, I will call you to arrange to meet with you to discuss the specifics of the program and to allow you the opportunity to ask any questions you may have. If suitable, your initial orientation and training may take place during the same meeting.

All tutor and learner files are kept in a locked cabinet in our program office in Whitecourt.

Please feel free to call or email me if you have any questions. I look forward to receiving your completed application and police record check. Please email, mail, or drop them off to my attention at the Lac Ste. Anne County office in Sangudo, 4928 Langston Street; or at our Program office in the NorQuest College building in Whitecourt, 4739 50th Avenue.

Sincerely,



Carla Burkell
Adult Literacy Coordinator
780-554-2940, email: literacy@wlsa-adultlearning.ca

**Whitecourt/Lac Ste. Anne Adult Learning
Volunteer Tutor Application/Information Form**

Date: _____

First Name: _____ **Last Name:** _____

Phone: _____ (home) _____ (work) _____ (cell) Do you text? _____

Mailing Address: _____

City: _____ **Postal Code:** _____

E-Mail: _____

Best time to contact you by phone: Morning _____ Afternoon _____ Evening _____

Which do you prefer to be called at: home _____ work _____ cell _____

E-mail _____

Are you 18 or older? Yes _____ No _____

Grade level attained:

Grade 12 _____ GED _____

University or College (identify degree/certificate(s) attained) _____

Which skills would you like to help a learner with (check all that apply):

Reading/Writing _____ English Language (ESL) _____ Computer Basics _____ Numeracy _____

Experience with Adult Learners: _____

Are you comfortable using computers and the Internet? _____

Do you know other languages? _____ **Specify:** _____

Clubs or Organizations you are (or recently have been) involved with: _____

Interests and Hobbies: _____

How did you learn about our program? _____

Why are you interested in becoming a volunteer tutor? _____

For what minimum number of months are you willing to commit yourself to being a volunteer tutor? _____

How many hours per week are you willing to spend volunteering? _____
(note: we are requesting a minimum commitment of 2-3 hrs per week)

In which community(s) would you be available for volunteering? _____

When are you available for volunteering? Print start and end times beside the days you are available.

Mon.	Start time _____	End time _____	Fri.	Start time _____	End time _____
Tues.	Start time _____	End time _____	Sat.	Start time _____	End time _____
Wed.	Start time _____	End time _____	Sun.	Start time _____	End time _____
Thurs.	Start time _____	End time _____			

Additional comments about when you are available or not available

Do you have a good understanding of confidentiality and the need for it?

Do you have any requirement in the type of learner you would like to be matched with? (eg. male, female, age)

Please supply two references

Name: _____ Phone Number: _____

How do you know this person? _____

Name: _____ Phone Number: _____

How do you know this person? _____

Waiver

- I agree to allow the personal information I have provided to be shared with a prospective learner. Only information needed to help match me with a learner will be revealed.
- The information will not be revealed to anyone else without my permission.
- All my personal information will be shredded after two years or inactivity unless I give written directions otherwise.
- If you have any questions, please call the Adult Literacy Coordinator at 780-554-2940 or email: literacy@wlsa-adultlearning.ca

Applicant Name (please print): _____

Applicant Signature: _____ **Date:** _____

The personal information you have provided is collected under the authority of Section 33(c), of the Freedom of Information and Protection of Privacy (FOIP) Act. The information collected on this form will only be used for the provision of the program you have registered. If you have any questions about the collection and use of this information, please contact the Lac Ste. Anne County FOIP Coordinator at 1-866-880-5722 ext. 270. Box 219, 4928 Langston Street, Sangudo, AB T0E 2A0

For Office Use: Literacy Coordinator Signature: _____