

**Expectations/Responsibilities of
Literacy Volunteers of Washington County (LVWC)
Tutors**

Complete the volunteer in-take form prior to training and agree to the policies and procedures of LVWC. Sign the expectations of participants to confirm an understanding of responsibilities for both participants and tutors.

Complete paperwork for a background check with a tutor's police department of residence. (This step was suggested by the April 2009 site reviewers and is required for tutors joining the organization after July 1, 2009.)

Complete LVWC or comparable training. Teaching experience is not necessary but decidedly helpful. Elementary school teachers with current state certifications will be excused from some training sessions at their request.

Agree to work with a participant or participants on their goals and establish a schedule for meeting stated goals.

Report instructional hours weekly by signing literacy center attendance sheets, email or the web site at www.literacywashingtoncounty.org and complete 50 hours of instruction in a public place. Note: Letters of recommendation will be available after completion of 50 instructional hours.

Maintain a lesson log and help participant(s) maintain a portfolio to document information covered and progress toward goals.

Notify LVWC at the time either you or the participant(s) wish to terminate.

Attend at least one workshop annually.

Gain enjoyment and satisfaction from helping someone meet his or her literacy goals.

Signature

Date