



Literacy DuPage Tutor Trainer

Founded in 1972, Literacy DuPage (LD) is a community-based nonprofit whose mission is to provide accessible and customized English language tutoring to help adults achieve independence.

We are supported through generous grants from sources such as the Illinois Secretary of State's Literacy Program, Illinois Dept. of Commerce, DuPage County, DuPage Community Foundation, Community Memorial Foundation, and additional Foundations, as well as donations from individuals, organizations, and businesses.

As part of a collaborative effort with the College of DuPage's People Educating People Volunteer Program, (PEP), we recruit and train volunteers to tutor adult learners at mutually convenient times and locations throughout DuPage County, and students enrolled in classroom ABE and ESL instruction at the college who need extra help to succeed. Each year 400 volunteers gave over 20,000 hours of their time to serve 500 adult learners

Position

The Tutor Trainer is an intermittent part-time position with flexible hours throughout the year. This position is responsible for completing initial core volunteer tutor training sessions and serves as the primary Literacy DuPage liaison for tutors in training. Typically, there are fifteen to twenty, 15-hour training sessions held throughout the year and split between two to three trainers.

Key Responsibilities

- Conduct initial core tutor training of a 15-hour series of workshops at the College of DuPage (COD) various locations throughout DuPage County.
- Oversee room setup.
- Comply with teaching and learning techniques based on LD and the COD's policies.
- Maintain contact with the Volunteer and New Tutor Coordinator throughout workshop series.
- Complete training session attendance reports as required.
- Supply the Volunteer and New Tutor Coordinator with attendance records, and workshop evaluations after the final training session.
- Provide information to tutors about peer tutor mentor meeting and other tutor professional development opportunities.
- Keep abreast of the latest ideas on training methods and materials through direct communication and website research with Pro-Literacy and COD.
- Provide immediate support and feedback to new tutors in training related to learner matches, lesson planning, tutoring sessions and classroom instruction.
- Participate in curriculum update and staff meetings as necessary.



- Collect and check tutor training materials from office - folders, books, handouts, name tags snacks, and bottled water.
- Other duties as assigned.

Essential Skills

- Bachelor's Degree required. Master's degree preferred.
- Coursework in Adult Education, English as a Second Language (ESL), Adult Basic Literacy (ABE), or Developmental Education.
- Knowledge of and experience in adult literacy education and with the learner population served by LD with a minimum of 1 year of experience.
- Understanding of adult learning principals and their implementation in adult ESL/ABE instruction.
- Increase knowledge by completing two 15-hour new tutor training sessions: first to observe and second as a prospective trainer.
- Excellent interpersonal skills and a collaborative style.
- Proactive self-starter and ability to work independently, with a team, with volunteers and with diverse groups of people.
- Strong verbal and written communication skills.
- Computer skills required including the following: Microsoft Office (Excel, Word, PowerPoint).
- Available to work evenings and weekends.
- Must have valid Illinois driver's license, current insurance, and own transportation.

Location:

Must be willing to travel throughout all of DuPage County in own vehicle, mileage is reimbursable.

DuPage County resident preferred. Interested and qualified candidates should send a cover letter and resume to tmcmahon@literacydupage.org.

Due to the high volume of applications we receive, we regretfully can only respond to those candidates who best meet the requirements of a specific position. Please be assured that we retain all candidate information for possible future matches, even if you do not hear from us in regard to your application in response to this posting.

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