



**ALEXANDRA PARK NEIGHBOURHOOD  
LEARNING CENTRE**

707 DUNDAS STREET WEST TORONTO, ON M5T 2W6 PHONE: (416) 591-7384

**VOLUNTEER TUTOR APPLICATION**

Interview Date \_\_\_\_\_ Interviewed By \_\_\_\_\_

**PERSONAL INFORMATION**

Name (please circle one) Mr. / Ms. \_\_\_\_\_

Date of Birth (Day/Month/Year – optional) \_\_\_\_\_ Sex: Male / Female

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone# (home) \_\_\_\_\_

Alternate Phone # (work/cell-optional) \_\_\_\_\_

Place of Employment (optional) \_\_\_\_\_

Hours we can contact you: At Home: \_\_\_\_\_ At Work: \_\_\_\_\_

First Language Other Than English \_\_\_\_\_

Other Languages \_\_\_\_\_

E-Mail \_\_\_\_\_

**PROGRAM AREA INTERESTED**

Adult Basic Literacy       ESL Literacy       Administration

Reading/Writing \_\_\_\_\_

Computers \_\_\_\_\_

Mathematics \_\_\_\_\_

**AVAILABILITY (PLEASE BE SPECIFIC)**

**\* The centre is open MONDAY-THURSDAY 10AM-8PM and FRIDAYS from 10AM-5PM.**

Monday Hrs. \_\_\_\_\_

Tuesday Hrs. \_\_\_\_\_

Wednesday Hrs. \_\_\_\_\_

Thursday Hrs. \_\_\_\_\_

Friday Hrs. \_\_\_\_\_

\*Other Hrs. \_\_\_\_\_

**OTHER INFORMATION**

Educational Background

\_\_\_\_\_  
\_\_\_\_\_

Hobbies/Other Interests

\_\_\_\_\_

**ABOUT LITERACY AND YOU**

How did you hear about the learning centre?

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Do you have any formal training in tutoring adults? Yes No

If yes, when and where did you receive this training?

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Do you have any experience tutoring adults, and/or other volunteer experience?

YES

NO

If yes, please explain.

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Why do you want to become a literacy volunteer?

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Why would you make a good tutor?

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Do you anticipate any changes in your life, which might affect your commitment as a tutor?

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Do you have any preferences in regard to your learner such as gender, age, and literacy level?

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Is there anything else about yourself that you think we should know? Or are there any other comments you would like to make?

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## VOLUNTEER TUTOR CONTRACT

Between the volunteer tutor and the Alexandra Park Neighborhood Learning Centre.

### **EXPECTATIONS for TUTORS:**

- Make a six-month commitment, for a minimum of two hours a week.
- Maintain a regular schedule and to make an effort to reschedule cancelled meetings.
- Exchange telephone numbers with your learner and to contact each other, if either of you will be late or has to miss a session.
- Have an understanding of the learner-centered philosophy and to structure sessions based on the philosophy.
- Keep in touch with your contact person at the Learning Centre if you have any concerns.

### **WHAT YOU CAN EXPECT FROM US**

- A match with a learner with whom you feel comfortable.
- Joy and satisfaction gained from working with a learner.
- A comfortable environment in which you and your learner can work.
- A tutor kit.
- A contact person at the Centre with whom you can discuss any ideas or concerns you may have.

Signature of Volunteer \_\_\_\_\_ Date \_\_\_\_\_

Signature of Literacy Coordinator \_\_\_\_\_

Your contact person is \_\_\_\_\_