



LITERACY VOLUNTEERS OF CHEMUNG AND SCHUYLER COUNTIES

New LVCSC Tutor Guide Sheet (Post online tutor training)

1. Make an appointment to meet with the program director (Wendy Jackson) to go through the next steps
2. Once the meeting is set, bring your tutoring schedule (Mornings 9:00am-11:30am); Afternoons (12pm-3:30pm); Evenings (4pm-7pm) and days you are available to tutor
3. Be sure your Tutor Intake paperwork is completely filled out to be given to the director; give an idea if you prefer a female/male learner and if you would enjoy an ESL or ABE learner
4. Prepare tutoring binder for a week at a glance
 - Tutoring Class schedule
 - Attendance (Tutor, Prep, Travel)
 - Curriculum overview-monthly to weekly
 - Monthly goals for each learner
5. Agency Information
 - EOP-Economic Opportunity Program, Inc. 650 Baldwin Street, Elmira, NY 14901
607-734-6174
 - LVCSC Program Director - Wendy Jackson, wjackson@cseop.org
607-734-6174 x 287
 - LVCSC Program Assistant-Susan Wenzel-Bertelsen, swbertelsen@cseop.org
607-734-6174 x 283
 - LVCSC Teacher-Stephanie Maslin; sleigh.maslin@gmail.com
6. ALL TUTORS ARE REQUIRED TO:
 - Track their own tutor hours; prep hours; and travel hours and send those to Susan via email or phone call either daily, weekly, or monthly(your preference) **All Hours are Due by the 5th of each month!**
 - Set a monthly goal for each learner and keep track of learner's progress on the goal
 - Attend at least 3 classes both in-person and Zoom to "meet" your potential learner for 1:1 tutoring
 - Attend LVCSC field trips at the end of the program fiscal year
 - Keep track of any online games that you and your learner complete (hours)
 - Regularly check in the LV office for lesson plan ideas (top drawer of long filing cabinet in LV Office)

WJ 9/22 (formatting 10/2022)

