



VOLUNTEER TUTOR PROCESS

Registration for volunteer tutors are always open

Program Information

- First, please fill out our [Volunteer Tutor Registration Google Form](#)
- This form will ask you for
 - your general information
 - your availabilities throughout the week
 - your preferences for the number of learners you would like to tutor, English proficiency level of learner(s), and In-Person/Remote tutoring
 - your chosen start date, which should be after you have completed the 12 hours training from Literacy Works.
- Once you submit the Volunteer Tutor Registration form, the Adult Education program coordinator will reach out to you to discuss potential learners that may best fit the criterion from your registration form.
- The Adult Education Program Coordinator will then email you and your learners to share contact information, the schedule of your classes, and the Zoom link.
- Your tutoring will start during the week of your chosen start date and end 10 weeks after the start date.
- Tutoring will be 1.5 hours a week, flexible to match the tutor's schedule (once a week for 1.5 hours)



What we need from all tutors:

- [Registration Form](#)
- Volunteer Application
- Minimum of 12 hours of training
 - Training must be completed prior to the start of class

STEP-BY-STEP PROCESS FOR VOLUNTEER TUTORS

- Step 1: Please fill out and submit [Tutor Registration Form](#) and [Volunteer Application](#) to kateki@hanulusa.org
- Step 2: After submitting your registration form and volunteer application, complete a minimum of 12 hours of free training before the semester begins if you have not already done so.
 - The training is split into 9 hours of asynchronous online training, followed by a 3 hours live Zoom training session with a tutor trainer from Literacy Works.
 - The live Zoom training session with Literacy works can be found [here](#)
 - Literacy Works Training Registration link is [HERE](#).
- Step 3: Email the program coordinator to let them know that you have completed the Tutor Essentials Training from Literacy Works.
- Step 4: After completing your training, you will receive an email matching you to your ESL adult learner(s).
- Email kateki@hanulusa.org if you have any questions.