

Program Description:

The Digital Readiness tutoring program provides a low barrier foundational program for vulnerable women to build skills and confidence in digital literacy. Women will build foundational digital skills in several key areas through one on one tutoring with trained peer tutor volunteers and optional small group sessions. Women will work with peer tutors one-on-one to set individual learning goals and access a variety of materials to support their individualized learning.

Tutor Responsibilities:

- Build trusting relationships with learners and provide an enthusiastic, informed and engaging educational experience with learners.
- Attend the Train the Trainer sessions and Women's Centre volunteer training.
- Maintain a thorough understanding of the learning materials and resources to achieve program and learning goals.
- Report to staff on the number of topics covered with learners, number of learners and hours covered.
- Work alongside learners to explore and develop individual learning goals and a plan to meet those goals.
- Provide a supportive, inclusive and non-judgemental learning environment.
- Refer participants to Peer Support Volunteers for other support and referrals.

Time Commitment:

2-4 hours per week for 10 weeks **(2 cycles January-March & March-May 2023)**

Needed Skills:

- Ability to work with a diverse range of women in a non-judgemental manner.
- Willingness to gain or have existing knowledge of literacy, language proficiency, skills, knowledge, and individual learning needs and plan sessions accordingly.
- Interest in and understanding of key learning and digital barriers: internet and device access, poverty, cultural norms, gender disparity, and financial barriers etc.
- Strong foundational computer skills. Topics include:
 - Microsoft Office 2016 – Word, Excel, PowerPoint
 - Email
 - Zoom
 - Going online
 - Saving files and backups
 - Using websites
 - Creating passwords
 - Online safety and privacy
- Willingness to meet flexible program delivery options, in-person and online depending on the needs of the learners.
- Fluent in English. Other languages are also an asset.
- Commitment to following meeting schedules to meet learners' goals.

- Ability to manage session environment varying from individual to group sessions and be able to draw out different perspectives.
- Ability to create a supportive, motivational, and inspiring learning experience that promotes application to individual digital literacy challenges.
- Ability to work both independently and as a team member.
- Good listening and communication skills.
- A commitment to work within the peer model philosophy of the Women's Centre.
- Follow through with your peer tutor commitment as pre-determined.