Creating Lead Tutor Positions
Sara Seefried
Outline

- Overview of tutoring center
- Why created
- Program components
- Benefits
- Lead tutor experiences
- Questions & Answers
Ogden Learning Center

- Weekly appointments
  - Virtual and on-campus
- Courses
- Employee 20-30 tutors
- Some drop-in
Why created

- Provide leadership opportunities
- Enhance skills
  - Training/Presentation
  - Effective work habits
  - New technology
- Provide tutors another layer of supervision
- Provide a mentor
Program Components: Requirements

- Master tutor
- Consistency in tutoring skills
- High evaluations
  - Supervisor
  - Tutees
- Work at least 10 hours/week
- Flexibility in hours
  - 2-4 a week
- Recommended by current lead tutors
# Program Components: Responsibilities

<table>
<thead>
<tr>
<th>Supervise/Mentor</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Have 2-4 tutors they supervise</td>
</tr>
<tr>
<td>● Check-in monthly with them</td>
</tr>
<tr>
<td>● Share communications</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trainings</th>
</tr>
</thead>
<tbody>
<tr>
<td>● New tutors</td>
</tr>
<tr>
<td>● Returning tutors</td>
</tr>
<tr>
<td>● Plan one staff meeting</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Observation</th>
</tr>
</thead>
<tbody>
<tr>
<td>● 2 times a semesters</td>
</tr>
<tr>
<td>● Follow-up</td>
</tr>
<tr>
<td>● Set goals</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Lead tutor responsibilities</td>
</tr>
<tr>
<td>● Observe tutors</td>
</tr>
<tr>
<td>● Help around center</td>
</tr>
</tbody>
</table>
Benefits:

- **Tutors**
  - Provides peer mentor
  - Build relationships
  - Observations less intimidating
  - Experience to help guide difficult situations

- **Leads**
  - Constructive feedback
  - Training experience
  - How a program works
  - Leadership opportunity
  - Soft skills
  - Self-reflection & Self-assessment

- **Center**
  - Build inclusion
  - Open communication
  - Focused training
Tutor Experiences
QUESTIONS?