

# Regina Public Library Literacy Services

## Instructions for applying to become a Volunteer Tutor

Thank you for your interest in becoming a volunteer tutor with Literacy Services, Regina Public Library. The Regina Public Library requires all volunteers to:

- submit two letters of reference
- submit a criminal record check
- complete a volunteer tutor training course
- contact Literacy Services staff to schedule a volunteer tutor in-take appointment

Tel. – 777-6009 or Email – [literacy@reginalibrary.ca](mailto:literacy@reginalibrary.ca)

Please read the following information for more detailed instructions.

### A. Two letters of reference

1. One letter from an employment reference (alternatives: a teacher or professor; volunteer work supervisor).
2. One letter from a personal reference (not a family member).

Both letters must contain the following information:

- How long has the reference known the candidate? Please note that a reference should have known the candidate for at least two years. (For those who have recently moved, have been out of the workforce, or have difficulty getting references, please speak to the Literacy Services staff.)
- In what capacity does the reference know the candidate? Employer? Volunteer manager? Teacher/professor? Friend? Associate?
- What particular strengths and weaknesses would the candidate bring to the volunteer tutoring situation?
- Is the candidate reliable and responsible?
- Would the reference want to be tutored by the candidate? (hypothetically)

Please forward letters of reference to the Literacy Services office in one of the following ways:

**Email:** [literacy@reginalibrary.ca](mailto:literacy@reginalibrary.ca)

**Fax:** 949-7262

**Mail:** Literacy Services, Regina Public Library, Box 2311, Regina, S4P 3Z5

**In person at the volunteer tutor in-take appointment:** Literacy Services Office, 2<sup>nd</sup> floor, Central Library, 2311- 12<sup>th</sup> Ave.

## **B. Criminal Record Check**

The criminal record check is done free of charge for participants in volunteer programs. The Regina Police Service (or RCMP) must be told that the request is for the purpose of a volunteer activity:

### 1. Residents of Regina:

- Report to the Regina Police Service at 1717 Osler Street
- The personnel at the front desk will direct the candidate to the criminal record checks office.
- Candidates will be asked to show two pieces of identification
- Bring the completed Criminal Record Check to the Literacy Services office. Once it is verified, the original may be returned to the volunteer, if requested.

### 2. Residents of surrounding areas:

- Please contact the RCMP detachment in your area and ask for instructions.

## **C. Volunteer Tutor Training**

Volunteer tutor training is currently available through an online or in-class training. The online training is available throughout the year, and the in-class training at scheduled times. Please contact the Literacy Services office for more information.

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## **D. Volunteer Tutor In-take Appointment**

When the Tutor training is completed and the two letters of reference and the criminal record check have been acquired, the candidate will be eligible to schedule the volunteer tutor in-take appointment. Please contact the Literacy Services staff to set up an appointment time.

Tel. – 777-6009 or Email – [literacy@reginalibrary.ca](mailto:literacy@reginalibrary.ca)

At the tutor in-take appointment the candidate will be asked for photo identification, the original criminal records check, and the letters of reference if they have not already been submitted.