



- ▶ Let us help you with your writing skills. Find us in the Old Main Building, Room #2674

## VOLUNTEERS NEEDED

### Why volunteer?

- ▶ Volunteer experience, like work experience, can be shown on your résumé.
- ▶ Most employers desire team players with good communication skills, and these are developed through tutor training and interactions with students.
- ▶ Volunteers can earn a CRLA Master Tutoring Certificate from the College Reading & Learning Association.

### Requirements

Volunteers must have achieved at least a 3.33 GPA in their English courses or be able to provide essay samples that demonstrate good composition skills.

They also must be willing to put in a minimum of 1 hour per week at the Writing Centre. The days and times will be scheduled around a volunteer's timetable.

They also must be willing to attend training when their schedule permits.

### How to Apply:

- ▶ Call 250.371.5689 and make an appointment for an interview.
- ▶ At the appointed time, bring a résumé and samples of your essays to OM2674.
- ▶ Be enthusiastic about helping your fellow students.

[www.tru.ca/studentservices/writingcentre](http://www.tru.ca/studentservices/writingcentre)

CONTACT ▶ WRITING CENTRE | OLD MAIN 2674 | [writing\\_ctr@tru.ca](mailto:writing_ctr@tru.ca) | 250.371.5689

### Volunteer Duties

- ▶ Be present for shifts and on time—people may be waiting.
- ▶ Perform administrative duties (fill out forms, file forms, answer the phone, keep handouts replenished, etc.).
- ▶ Take appointments on the ½ hour; don't over-book.
- ▶ Look at what we have (know the handouts, the books); make recommendations.
- ▶ Use resources to help students with all aspects of writing.
- ▶ Teach students to become better at spotting problems themselves.
- ▶ Give handouts for various problems.
- ▶ Be honest if cannot answer a question and find the answer for the student.
- ▶ Remember that we don't edit students' essays for them; we advise them on problems and teach how to solve them.
- ▶ Be available for some of the tutor training sessions.

### Only if interested:

Some volunteers may want to help with our new online service. This can be done from home and will involve learning Elluminate software.



THOMPSON RIVERS  
UNIVERSITY

Writing Centre