

VOLUNTEER LITERACY TUTOR
Read to Learn Adult Literacy/Volunteer Program
Job Description



POSITION: Literacy Tutor
IMMEDIATE SUPERVISOR: Site Supervisor
COORDINATOR OF VOLUNTEERS: Laurice Hoffman
PROGRAM COORDINATOR: Lesley Goldberg

DUTIES AND RESPONSIBILITIES:

- Attend 16 hours of mandatory tutor training
- Follow course of instruction as outlined by the site supervisor
- Provide written information weekly as to progress made on provided lesson plan
- Assist learner with additional skills related to personal education needs and goals, i.e., letter writing, job applications, etc.
- Notify site supervisor prior to any necessary absence
- Provide own transportation to and from site

TIME REQUIREMENT: 2.5 to 3 hours per week at the site

LENGTH OF COMMITMENT: 10 weeks (not always consecutive weeks)

TRAINING:

- Pre-Service: Two 45-minute online workshops
- Introductory Part I: Attend one 7.5 hour day of workshops
- Introductory Part II: Attend 30 minute workshop prior to each tutoring session (10 weeks)
- Introductory Part III: Shadow experienced volunteer tutor for first two class sessions (3 hours)
- Additional in-service workshops offered throughout the year that address specialized teaching methods, techniques and theories

QUALIFICATIONS:

- Ability to read
- Belief that adults can learn
- Cooperative
- Desire to help others
- Empathy
- Enthusiasm
- Flexibility
- Independent mobility
- Patience
- Good Hygiene
- Willingness to learn
- Willingness to accept others' differences
- Adherence to the above duties, responsibilities, time commitment and attendance at mandatory completion of 16-hour training

As a volunteer literacy tutor for Read to Learn Adult Literacy/Volunteer Program, I agree to perform in accordance with the above stated job description. Volunteers who do not adhere to the rules and procedures or fail to satisfactorily perform their volunteer assignment as set forth in the duties and responsibilities may be dismissed from their role as a Read to Learn literacy tutor.

Volunteer Name: (PLEASE PRINT.) _____

Signature: _____ **Date:** _____