



Transforming Lives Through Literacy

Volunteer Tutor Position Description

Summary

Literacy Together tutors are volunteers who have received 10-15 hours of professional training in our accredited program to work with adult students either one-on-one or in a small group to teach basic reading, writing, and math skills or English for Speakers of Other Languages (ESOL). Tutors employ a variety of teaching techniques to create a highly individualized learning environment based on student goals, abilities, and learning style.

Responsibilities

Instruction

- Meets with his/her student weekly for at least twelve months at a mutually convenient time and place. Adult Literacy and ESOL tutors can choose one 2-hour class or two 1-hour classes, and they can be remote or in person.
- Uses level-appropriate teaching techniques and curriculum materials provided by Literacy Together, as well as other supplemental materials and methods necessary to help students achieve their goals.
- Provides moral support and encouragement to students.

Lesson Planning

- Develops lesson plans tailored to his/her student's level, goals, and learning style. Small group tutors develop lesson plans appropriate for the entire group.
- Takes time before each tutoring session to prepare the lesson.

Progress Evaluation and Testing

- Maintains contact with the Program Director to get advice on materials and teaching techniques that will aid students in their studies.
- Keeps the Program Director informed of students' progress, successes, problems, or issues.

Record Keeping and Administration

- Maintains accurate records of tutoring hours and student progress using the Weekly Tutor Log or the Small Group Attendance Sheet. Submits these reports to Literacy Together office monthly or quarterly according to program guidelines.
- Maintains direct contact with students to confirm or change meeting date, time, or location.
- Notifies the Program Director of changes in student's contact information (name, address, phone number), tutoring schedule, or tutoring location.
- Promptly notifies the Program Director if he/she wishes to discontinue working with a student or if the student wishes to discontinue instruction.
- Adheres to the Tutor Agreement Form and the Home Study Disclaimer.

Ongoing Tutor Training and Development

- Periodically attends topic-based in-service training sessions led by the Program Director..

Qualifications

Prospective tutors should have the following qualifications:

- At least 18 years of age.
- High school graduate or GED equivalency desired.
- Attendance at Volunteer Orientation and Tutor Training sessions.
- Commitment to volunteer tutoring for a year, 2 hours per week.
- Ability to communicate clearly.
- Patience.
- Willingness to help and encourage adult learners.
- Be comfortable speaking, reading, and writing English. (It is not necessary to be able to speak another language.)

Commitment

Tutors commit to twelve months, two hours per week, of student tutoring at a mutually agreeable time of day, day of week, and location.