



Tutor Job Description

The purpose of the volunteer tutor is to help adults become functionally literate.

- Adult Basic Education (ABE) tutors help English speakers improve reading and writing skills.
- English-as-a-second-language (ESL) tutors help non-native English speakers learn to read, write, speak, and understand English.

Responsibilities

- Meet with your student, in a public place, a minimum of once a week for 2 hrs.
- Prepare lessons ahead of time and keep a portfolio of your student's progress.
- Encourage your student.
- Discuss problems, concerns, questions, and successes with Council staff.
- Report any changes in status (contact info, meeting locations, etc.) for you or your student to us.
- Report monthly hours by the 5th of each month.

Requirements

- Age 18 yrs or older with a high school diploma (or equivalent)
- Fluency (both oral and written communication skills) in English
- Completion of *Literacy Council 101* and the 10-hour tutor training workshop
- Commit to tutoring for at least 6 months to provide stability for your student
- A patient, open-minded, flexible, positive, and encouraging attitude
- Dependability and a sense of humor
- Respect for confidentiality

Support

- Free materials and a resource library
- Free initial training and in-service Workshops
 - Computer Lab (Computer lab access 56.5 hours/week for self-guided student learning that supplement one-on-one instruction)
- Council Website: www.literacyunion.org
- Mentoring and staff support
- Newsletter (published 3/yr)

Benefits

- Opportunity to make a difference in someone's life
- Deeper understanding of different values, cultures, and lifestyles
- Increased skill in creative problem solving
- Increased knowledge of literacy issues
- Satisfaction in helping others achieve their potential

Thank you for your interest in the Council and helping reduce illiteracy in your community. If you feel you cannot fulfill these requirements at this time, please let the Council office know. There may be other volunteer options available to you.

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