

Literacy Council of Jackson County

Job Description: Literacy Tutor

Purpose

To help adults at least 18 years of age use listening, speaking, reading, writing and math skills to meet self-identified goals

Responsibilities

- Encourage and support the learners by
 - Helping them develop confidence and a positive attitude about learning
 - Respecting them and involving them in decisions about the learning process
 - Selecting adult materials and approaches that are suitable for the learners' abilities and needs
 - Supporting them and praising them for their efforts rather than criticizing them
 - Seeking to understand the psychological, emotional, and physical problems that may cause adults to have difficulty learning to read
- Be well prepared and design lessons based on the needs and interests of the learners
- Review with the learners any work they have done independently
- Keep records of each learner's progress
- Complete monthly hours reports.
- Notify the program of any change in schedule or tutoring location

Place of Work

- One-to-one tutoring or small-group tutoring in a neutral place, such as a church, library, or worksite.

Hours

- Preferably, twice weekly meetings with learners for 1.5 hours each time (Lessons should be separated by at least one day.)
- One to two hours per week preparing for lessons

Length of Commitment

- A minimum of one year

Required Training

- A brief overview of tutoring situations and a tour of our teaching aid library

Volunteer Qualifications

- Be dependable and prompt
- Be able to relate well to a variety of people
- Be willing to maintain student confidentiality
- Have good reading, listening and writing skills
- Be flexible
- Be friendly
- Be patient
- Be optimistic
- Have a sense of humor

Fringe Benefits

- Altered perception of the world
- Increased understanding and appreciation of different values and lifestyles
- Increased skill in creative problem-solving