



LITERACY CONNECTIONS JOB DESCRIPTION

POSITION TITLE: Tutor Job Description

PURPOSE OF POSITION: To help adults, 16 years of age or older, and no longer in public school, improve reading, writing, English, math and computer skills.

Desired Qualifications:

- Good reading and writing skills.
- Dependable and prompt
- Able to interact positively with a diverse population
- Patient, flexible, and friendly, good sense of humor
- Desire to profoundly change a person's life

Responsibilities:

Teach, support and encourage the adult learner by:

- Helping them develop confidence and a positive attitude about learning
- Treating them with respect and involving them in decisions relating to their learning process and goals
- Selecting materials and learning approaches appropriate to the learner's abilities and needs
- Praising the student's strengths and accomplishments
- Understanding the psychological, emotional, and physical challenges that may cause adults to have learning difficulties
- Meeting regularly and on time
- Being prepared with a lesson designed to the needs and interests of your learner
- Review all homework completed independently by your learner each week
- Keep accurate and up-to-date records of your learner's progress
- Completing reports requested - reporting goes to your contact person
- Notifying the program staff of any change in tutoring status, schedules or locations, as well as any change in address or phone numbers – student or tutor.

Required Training:

Successful Completion of Literacy Connections Orientation and Tutor Training.

Tutoring Session Locations:

Literacy office, library or other public location is acceptable. This will be determined by the tutor/student team, with help of Literacy Connections

Time Commitment:

A minimum of one hour per week (more, if you desire to do so) for a year, with flexibility to cancel or reschedule due to other commitments.

Benefits:

- Non-threatening environment to develop teaching and leadership skills.
- Chance to meet like-minded people – who love to read, understand the value of education
- Invitations to attend social events, annual meetings, and recognition ceremonies.
- **The opportunity to change a life forever.**

Support: Literacy Connections will support your efforts.

Your contact person is: _____

Days/week and hours available: _____

Phone and Email: _____