

**Position Description:** Volunteer Reading Tutor  
*Read To Succeed* **Adult Literacy Program**

**Reports To:** Site Coordinator or Program Director

**Purpose:** To tutor a Basic Literacy adult learner to help him/her acquire basic literacy skills and to apply those skills in meeting self-identified reading goals.

**Training:** Orientation and a pre-service basic literacy workshop (12 hours) required. Participation in periodic in-service training sessions encouraged.

**Place of Work:** One-to-one tutoring at a mutually convenient time will occur in a work site, program site, or other neutral public place in the community that is easily accessible to learner. Tutor will not provide transportation to learner or meet at learners/tutors place of residence.

**Hours:** Weekly sessions that is convenient for tutor and learner. One and one-half hour to two hour (1 ½-2 hour) sessions are recommended.

**Duration:** Negotiable with recommendation for 1 year commitment (9 month minimum). It is our expectation that tutoring will be so rewarding that a tutor will wish to continue beyond this commitment.

**Specific Duties:**

1. Determine short and long-term goals to improve reading skills in conjunction with student.
2. Provide encouragement and support by:
  - a. Helping the student develop confidence and a positive attitude toward learning by building upon his/her prior knowledge.
  - b. Showing respect for student by listening to what he/she has to say and by helping student take responsibility for his own learning.
  - c. Selecting materials and approaches that are suitable to the student's skill level and interests as well as those which address immediate literacy related life-coping needs.
  - d. Encouraging the student to attempt difficult materials by being supportive rather than critical of mistakes.
  - e. Seeking to understand the multiple problems which may cause a student to have difficulty learning to read.
  - f. Meeting regularly and punctually.
3. Being well prepared for each lesson and give the student lessons designed for him or her as an individual.
4. Maintain a log on each student including: initial contact date; date tutoring began; date and hours taught; pre- and post-test scores and dates; student goals (set and met); tutoring time and location.
5. Submit monthly and quarterly tutoring report.
6. Report to the program director promptly any problems or changes in schedule.
7. Attend at least one in-service training a year.

Qualifications:

- High school diploma or equivalent. Read, write, and speak English. No prior teaching experience or knowledge of a foreign language is required.
- Successfully complete the basic literacy (12 hour) training.
- Dependable and prompt.
- Interested in and able to relate to a variety of people.
- Willing to maintain confidentiality of the lessons.
- Ability to adhere to program philosophy and procedures, including record keeping and reporting requirements.
- Flexible, friendly, patient, optimistic, . . . . sense of humor is helpful.

Fringe benefits:

Development of new friendships.

Enhancement of skills in creative problem solving.

Increase in empathy and appreciation for understanding adults.

Making a positive difference in the community.