

**JOB DESCRIPTION**  
**WORKPLACE LITERACY TEACHING TEAM MEMBER**  
(Volunteer Position)

**JOB SUMMARY:** Works with the teaching team, lead teacher, and adult learners to develop and deliver work-related literacy instruction; facilitate and document learner growth

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Assists with curriculum development.
2. Prepares and deliver effective teaching segments.
3. Assists adult learners in ways determined by lead teacher.
4. Collects documentation on learner growth.
5. Completes all training requirements.
6. Performs all other duties as assigned.

**SKILLS, KNOWLEDGE AND ABILITIES**

1. Ability to work effectively as a team player.
2. Ability to read, write, and speak English with native-like fluency.
3. Ability to establish and maintain effective working relationships with teaching staff and adult learners.
4. Ability to negotiate with and work within diverse corporate cultures.

**PHILOSOPHY:** Share the philosophy that all adults can learn; that instruction must be relevant and useful; that each adult learner is unique; and that adult learners are equal partners in the learning process.

**QUALIFICATIONS:** Required: Minimum of High School Diploma; Age 21 or older; Desired: Fluent speaker of Spanish or other foreign language

**CLOSING DATE:** Open until further notice

**APPLICATION:** Send letter of application, resume, and 3 references to Literacy Action Center, 3595 S Main Street, Salt Lake City, UT 84115.

**INQUIRIES:** For more information, see [www.LiteracyActionCenter.org](http://www.LiteracyActionCenter.org) or call 801/265-9081