

Volunteer Job Description: Literacy Tutor

Purpose

- To help an adult learner develop and use reading and writing skills to meet self-identified goals

Volunteer Qualifications

- Have a mature demeanor
- Have good reading and writing skills
- Have a sense of humor
- Be dependable and prompt
- Be flexible, friendly, patient, and optimistic
- Be able to maintain confidentiality about the student's life and the work you are doing together

Commitment

- Work one-to-one with an individual for a minimum of six months
- Meet twice weekly with the learner for about 1 to 1-1/2 hours each time in a neutral, public place, such as a library (These meetings should be separated by at least one day.)
- Attend all Tutor Talks (quarterly in-service training sessions) for ongoing tutor training
- Spend about an hour per week preparing for the meetings
- Help an adult learner accomplish at least 2 short-term goals per 3 months (or semester)

Responsibilities

- Complete a 14-hour Tutor Training Workshop for initial training
- Attend all Tutor Talks (quarterly in-service training sessions) for ongoing tutor training
- Design lessons that include real-world materials and are based on learner's needs and interests
- Encourage and support the adult learner
- Keep records of the learner's progress
- Document the progress of learner's goals
- Report information monthly to the Networker about the hours spent (travel, preparation, and tutoring), accomplishments made (or anecdotes which illustrate changes in the adult learner), and materials used (books read; tape recorder; flashcards; book and lesson numbers)
- Notify our staff about any concerns
- Meet with our staff quarterly to discuss goal setting and celebrate goal attainment

Benefits

- An altered perception of the world
- A greater understanding and appreciation of different values and lifestyles
- More skill in creative problem-solving
- An enhanced understanding of the problems of illiteracy
- Specific methods and strategies for helping an adult make sense of our print-oriented world



Literacy Action Center

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We serve English-speaking adults in Salt Lake County and Davis County.