



Love to Read? This job is for you!

JOB DESCRIPTION: Volunteer Tutor

Type of Work Volunteer reading tutor

Purpose To help an adult acquire basic reading and writing skills to meet self-identified personal goals. Some students work on math, as well. Some tutors prefer tutoring only math.

Training Pre-service basic literacy tutor workshop is required. Participation in additional workshops (2-3 per year) is suggested. Training is offered free of charge by Tri-State Literacy Council and certified tutor trainers.

Place of Work Tutors meet students in a neutral place in the community such as a library branch or a church. **(Volunteers must not plan to meet at a private home or provide student transportation in a private vehicle.)**

Hours The volunteer tutor and student should meet once or twice weekly for one to two hours each time. Meeting time and place are to be determined by the tutor and student.

Duration of Work Nine months, preferably one year. Many pairs continue for longer!

Volunteer Duties Provide encouragement and support by:

1. Helping the student develop confidence and a positive attitude toward learning by affirming their efforts and progress
2. Showing respect for the student by listening to what he or she has to say and by involving him or her in decisions about the learning process
3. Working with TSLC staff in order to select materials and approaches that are suitable to the student's skill level and needs
4. Encouraging the student to respond to difficult materials by being supportive rather than critical of mistakes
5. Seeking to understand the psychological, emotional, and physical problems that may cause a student to have difficulty learning to read
6. Meeting regularly and punctually

Volunteer Qualifications Successful tutors are:

1. Dependable and prompt
2. Interested in and enjoy relating to a variety of people
3. Willing to maintain their student's privacy (lessons are confidential)
4. Able to read fluently and with comprehension (professional training is unnecessary).
5. Flexible, friendly, patient and optimistic.
6. Endowed with a sense of humor
7. Willing to share their love of reading with another

Fringe Benefits

1. Altered perception of the world.
2. Increased understanding and appreciation of different values and lifestyles.
3. Increased skill in creative problem-solving.
4. Sense of making a valuable difference in the life of a motivated adult learner