Volunteer Tutor Job Description

Intermediate - Advanced ESL Tutor

Department: Patricia Freedman Literacy Academy

Mission: PFLA changes lives by helping people build job and life skills.

Vision: PFLA is able to address any learning need – basic or advanced.

Reports to: Literacy Academy Coordinator or assigned Instructor.

Importance of Position: The Literacy Academy addresses learning needs through our program by providing literacy instruction to the community or by referral to an appropriate institution.

Description: Teach advanced reading skills such as: phonics instruction, Rosetta Stone® English software, vocabulary enhancement, reading skills (comprehension, inference, main ideas, and recognition of important details) and /or knowledge of basic mathematical operations.

Qualifications:
- MUST possess PATIENCE and have TOLERANCE for all!
- At least high school or GED education (college preferred) and familiarity with GED or high school curriculum.
- Knowledgeable ability and skills to teach preferred educational area.
- Strong interpersonal skills and ability to work with students of various backgrounds.
- Mandatory confidentiality of all information regarding students.

Responsibilities:
- Attend orientation to the Bristol Public Library and the Patricia Freedman Literacy Academy and job-specific training.
- Record activities and progress of student.
- Assist students as requested or needed.
- Give supervisor sufficient notice if unable to meet with student or be present as scheduled.

Training Provided:
- Orientation to BPL and training provided by PFLA.
- Strategies for providing accurate, effective assistance to the public, in person and on the telephone.

Length of Commitment:
- Minimum six-month commitment as a volunteer.

Time Commitment:
- Individually as needed to provide tutorial services.