Tutor Job Description

Purpose
• To provide basic literacy and life skills training to low-income students using a holistic approach within a compassionate, supportive environment.
• Help to empower functionally illiterate students as they improve their skills and earning potential, creating a more hopeful future for themselves and their children.

Volunteer Qualifications
• Demonstrate patience, flexibility and sensitivity to the needs and abilities of adults.
• Optimistic.
• Have a good sense of humor.
• Friendly and open-minded.
• Dependable and prompt.
• Able to relate well to a variety of people.
• Willing to maintain confidentiality. Tutors should not share student’s information.
• Have good listening skills.
• No prior teaching experience is required. Must converse, read, and write in English.

Responsibilities
• Meet with your students regularly and punctually.
• Submit student monthly attendance sheets on a timely basis.
• Report student attendance problems (tardiness or no-shows) to the Program Managers.
• Encourage and support students by:
  o Helping them “learn how to learn,” since many have limited exposure to school knowledge and skills;
  o Giving them confidence so they can learn and bloom;
  o Respecting them and involving them in decisions about the learning process;
  o Supporting and praising their efforts;
  o Guiding them in adopting behavior appropriate to this culture while respecting their original culture.

Place of Work
• Tutoring sessions are held at sites as agreed upon with your Program Manager. Please do not make arrangements on your own to tutor your students at your home, the library, church, work site, resource center, student’s home, etc. Please do not bring children or other guests to tutoring sessions.

Hours
• Vary as needed.
Training
- Required tutor training for new tutors.

Fringe Benefits
- Satisfaction in knowing that you are truly making a difference.
- Increased understanding and appreciation of different values, cultures, and lifestyles.
- Increased skill in creative problem solving
- Pleasure of new friendships and an expanded world view.