



## P.A.L.S. - PROJECT ADULT LITERACY SOCIETY

### TUTOR JOB DESCRIPTION LITERACY

**Position Title:** Literacy Volunteer Tutor

**Report to:** Literacy Program Coordinator

**Qualifications:**

- Literate with a good command of the English language
- Patient, good sense of humour and a caring attitude
- Understand issues adults have with low literacy skills

**Responsibilities as a Literacy Volunteer Tutor:**

- Be a member of the P.A.L.S. team
- Attend Orientation for New Volunteers, Area Training, and Professional Development workshops
- Mentor an adult student
- Adhere to P.A.L.S. – Project Adult Literacy Society Policies
- Communicate with the Program Coordinator on a regular basis regarding student's progress and/or concerns
- Complete reports and outcomes as requested
- Volunteer tutors can determine when a match needs to be ended in consultation with the Program Coordinator

**Responsibilities to Student:**

- Meet with student on a weekly basis
- Maintain confidentiality of the match
- Build on the skills of the student and help them meet their goals
- Recognize and acknowledge the student's learning progress