

PROJECT ADULT LITERACY SOCIETY

VOLUNTEER TUTOR JOB DESCRIPTION

Position Title: Volunteer Digital Literacy Tutor

Volunteer digital literacy tutors will work with PALS learners to instill confidence and problem-solving strategies that can be used with technology. Tutors will work with learners to increase their digital literacy to accomplish their learning goals.

All training and resources will be provided

Reports to: Digital Literacy Program Coordinator

Accountable to: Executive Director

Qualifications:

- Good understanding of basic digital skills and troubleshooting
- Reliable, flexible, patient, respectful, empathetic, and compassionate
- Caring attitude, a sense of humour and culturally aware
- Good command of written and oral English
- Able to make an ongoing long-term commitment for a minimum of one year

Responsibilities as a Digital Literacy Tutor:

- Be a member of the PALS Team
- Attend orientation, program training and additional professional development sessions of interest.
- Communicate with the Program Coordinator on a regular basis regarding the learners' progress, achievements and/or concerns
- Complete reports and outcomes as required
- Adhere to PALS Policies

Responsibilities to Learners:

- Meet with learners on a regular basis
- Create a welcoming, safe, positive learning environment
- Build a relationship based on trust and mutual respect
- Maintain confidentiality
- Help learners achieve their digital literacy learning goals
- Build on the prior skills of the learners
- Recognize and acknowledge the learners' progress and achievements