

PROJECT ADULT LITERACY SOCIETY

VOLUNTEER TUTOR JOB DESCRIPTION

Position Title: Volunteer Literacy for English Language Learner Tutor

Volunteer Literacy for English Language Learners tutors will provide PALS learners with the speaking, listening, reading, and writing skills to accomplish their learning goals.

Reports to: Literacy for English Language Learner Program Coordinator

Accountable to: Executive Director

Qualifications:

- Good command of written and oral English
- Reliable, flexible, patient, respectful, and compassionate
- Caring attitude and a sense of humour
- Understands issues adults have with low literacy skills
- Able to make an ongoing long-term commitment of a minimum of one year
- Good digital skills or willing to learn

Responsibilities as a Volunteer Literacy for English Language Learner 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
- Determine if a match should be ended in consultation with the Program Coordinator

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 literacy learning goals
- Build on the prior skills of the learners
- Recognize and acknowledge the learners' progress and achievements