

PROJECT ADULT LITERACY SOCIETY

VOLUNTEER TUTOR JOB DESCRIPTION

Position Title: Volunteer Literacy Tutor

Volunteer Literacy tutors will provide PALS learners with the reading and writing skills to accomplish their learning goals.

Reports to: Literacy 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 commitment for a minimum of one year
- Good digital skills, or willing to learn

Responsibilities as a Volunteer 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
- 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