

PROJECT ADULT LITERACY SOCIETY

VOLUNTEER TUTOR JOB DESCRIPTION

Position Title: Volunteer Math Literacy Tutor

Volunteer Math Literacy tutors will provide PALS learners with the math knowledge and skills needed to accomplish their learning goals.

Reports to: Math Literacy Program Coordinator

Accountable to: Executive Director

Qualifications:

- Good understanding of basic math skills and a passion for math
- Good with technology as required
- Awareness of challenges faced by adults with low math literacy skills
- Good command of spoken and written English
- Reliable, flexible, respectful, and compassionate
- Patient, caring attitude and a sense of humour
- Able to make an ongoing long-term commitment of a minimum of one year

Responsibilities to the Program Coordinator:

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