

The Brunner Literacy Center Job Description

Job Title: Tutor

Date: September 26, 2017

Reports to: Program Manager, Site Coordinator

Supervises: n/a

Classification: Volunteer

Grade: n/a

Work hours: varies

PURPOSE (Describe primary accomplishments, products and services, who benefits from them and how.)

Tutors guide students on their educational paths using appropriate materials for adult learners, provided by the Brunner Literacy Center.

GENERAL (How would you describe the job to someone who has never done it? The main function of the job may or may not be the one where most time is spent.)

After new students are assessed and assigned a specific skill level, tutors are matched with students according to their area(s) of expertise and availability. Tutors initially instruct students at their beginning level, and then progress to the next skill levels in an area of study as their students become more proficient. Tutors also help students set goals for their learning with the help of the Program Manager or Site Coordinator.

ESSENTIAL DUTIES (What do you have to be able to do to achieve desired results of the job? Include leadership and management responsibilities for positions that involve supervision of others and identify communication with members and vendors, in person, in writing, and by telephone.)

BLC Tutors:

- Attend New Volunteer Orientation
- Build a working relationship with their student. Tutors explain new skills and provide practice for mastery
- Encourage progress through attentive listening, positive feedback and attending to the details of their students' work
- Administer tests to determine progress and keep records of attendance, lesson plans, and progress in students' binders
- Monitor their instructional hours using a computer
- Inform the Center of their next scheduled appointments with their students
- Keep confidential information that students or staff share with them.
- Attend in-service opportunities to grow their skills to better work with students
- Keep current by reading notices from the Center
- Support the Center and its mission

MINIMUM REQUIREMENTS (What is required to perform essential duties?)

Tutors must be proficient in spoken English and additionally in another skill, e.g. math, if they are tutoring in that subject. They must be 19 years of age or older, and have a high school diploma at minimum.

SPECIAL CONDITIONS (Bondability, altered work schedule, environmental conditions, travel, use of personal automobile, etc.)

- Tutors' schedules vary based on their availability and that of their students.
- Tutors must pass a background check before working with a student.