

Literacy Tutor

Department: Education Services

Reports to: Volunteer Services Manager

Summary: The Literacy Tutor is a volunteer position that is dedicated to Tacoma Community House's mission of *creating opportunities for immigrants and other community members in the Puget Sound region through comprehensive services focused on self-sufficiency, inclusion and advocacy*. This position works directly as a tutor with under-educated adults in reading, writing, and mathematics so that they can function more fully and independently in today's society.

Training:

- Volunteer Orientation
- 1:1 training with V.S. Manager
- Working with Adult Learners (optional)

Commitment:

- 2-4 days/week
- 4 hours/week
- 2 quarters (6 months)

Duties:

- Tutor under-educated adults in reading, writing and/or math skills using a variety of methods
- Develop lesson plans weekly
- Record and report hours spent with the student each month
- Meet with Volunteer Services Manager as needed to discuss/assess student progress
- Allow Manager to observe sessions and complete progress forms
- Complete exit forms for student when necessary

Qualifications:

- Sensitivity to the needs of the under-educated adult
- Willingness to learn new information and skills
- Ability to work with people of varying backgrounds and cultures
- Patience and understanding
- Ability to commit to a flexible time schedule depending on the needs of the tutors

Benefits:

- Provide direct help undereducated adults to learn basic skills
- Participate in a successful program with other volunteers
- Add to personal resumes and potential references
- Open opportunities for further training

Hours Available: Monday-Thursday 8am-8pm (as student's schedule allows)

Specific Needs:

Mondays: TBD

Tuesdays: TBD

Wednesday: TBD

Thursday: TBD