BRISTOL PUBLIC LIBRARY

701 Goode St.   **Bristol, VA 24201**

Volunteer Tutor Job Description
Level II/ABE Tutor (6 – 9 grade level)

Department: Patricia Freedman Literacy Academy

Mission: PFLA changes lives by helping people build job and life skills.

Vision: PFLA is able to address any learning need – basic or advanced.

Reports to: Literacy Academy Coordinator or assigned Instructor.

Importance of Position: The Literacy Academy addresses learning needs through our program by providing literacy instruction to the community or by referral to an appropriate institution.

Description: Assist in teaching Writing, Math, Social Studies, Science, and Reading (literature) to students on a lower level who are working toward attaining their GED including: vocabulary enhancement, discussion and explanation of unfamiliar information, reading skills (comprehension, inference, main ideas, and recognition of important details) and /or knowledge of mathematical operations (addition, subtraction, multiplication, division of fractions, decimals, and percents.

Qualifications:
- MUST possess PATIENCE and have TOLERANCE for all!
- At least high school or GED education (college preferred) and familiarity with reading and/or math skills.
- Knowledgeable ability and skills to teach preferred educational area.
- Strong interpersonal skills and ability to work with students of various backgrounds and learning abilities.
- **Mandatory confidentiality** of all information regarding students.

Responsibilities:
- Attend orientation to the Bristol Public Library and the Patricia Freedman Literacy Academy and job-specific training.
- Assist students as requested or needed.
- Record activities and progress of student.
- Give supervisor sufficient notice if unable to meet with student or be present as scheduled.

Training Provided:
- **Orientation to BPL and training provided by PFLA.**
- Strategies for providing accurate, effective assistance to the public, in person and/or on the telephone.

Length of Commitment:
- Minimum six-month commitment as a volunteer.

Time Commitment:
- Individually as needed to provide tutorial services.