



701 Goode St.

Bristol, VA 24201

Volunteer Tutor Job Description
Level I / Phonics-based Reading Tutor (K – 6 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: Teach basic reading skills such as: phonics instruction, vocabulary enhancement, reading skills (comprehension, inference, main ideas, and recognition of important details) and /or knowledge of basic mathematical operations (addition, subtraction, multiplication, division, reading and writing numbers, and counting money).

Qualifications:

- MUST possess PATIENCE and have TOLERANCE for all!
- At least high school or GED education (college preferred) and familiarity with elementary school curriculum.
- 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.
- Record activities and progress of student.
- Assist students as requested or needed.
- 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.**

Length of Commitment:

- Minimum six-month commitment as a volunteer.

Time Commitment:

- Individually as needed to provide tutorial services.