



701 Goode St.

Bristol, VA 24201

## **Volunteer Tutor Job Description**

### **Level I Basic ESL Tutor**

**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, Rosetta Stone® English software, vocabulary enhancement, reading skills (comprehension, inference, main ideas, and recognition of important details) and /or knowledge of basic mathematical operations, 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 phonetic reading skills and vocabulary.
- Ability to perform basic computer operations.
- 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.