

**Literacy of Northern New York  
Tutor Volunteer Position Description**

**Type of Volunteer Work:**

Volunteer tutoring in reading, writing, basic math, English as a Second language and life skills.

**Purpose:**

To help an adult acquire basic literacy skills &/or English skills and to use those skills to meet self-identified goals.

**Place of Volunteer Work:**

One-to-one tutoring will occur in a neutral place in the community such as a church or library.

**Hours:**

The volunteer tutor and student should meet one or two hours weekly

**Duration:**

A minimum of 9 months is requested.

**Duties:**

**Provide encouragement and support to the student by:**

Helping the student develop self-confidence and a positive attitude toward learning and by affirming the student's thinking and progress throughout the lesson

Showing respect for the student by listening to what they have to say and by involving them in decisions about the learning process

Using materials and approaches that are suitable to the student's skill level and giving praise as the student progresses through these materials

Encouraging the student to respond to difficult materials by being supportive rather than critical of his/her mistakes

Seeking to understand the psychological, emotional, and physical problems that may cause a student to have difficulty learning to read

Meeting with the student regularly and punctually

**A tutor should:**

Be well prepared for each lesson and give the student lessons designed for him or her as an individual

Review with the student the work he/she has done independently

Submit monthly reports of the student's progress in a timely fashion

Report to the coordinator any problems, changes of address or changes of phone number as soon as possible

**Volunteer Qualifications:**

The volunteer must attend a mandatory 12 hour tutor training.

The volunteer should have a High School Diploma.

The volunteer should be interested in relating to a variety of people from different backgrounds.

The volunteer should be willing to maintain confidentiality of all information regarding the student and his/her lessons.

The volunteer should be friendly, patient, optimistic and have a sense of humor.

The volunteer should be flexible in both thought and time.

**Literacy of Northern NY**

**200 Washington St., Suite 303, Watertown, NY, 13601**

**315-782-4270**

**[www.proliteracynny.org](http://www.proliteracynny.org)**