



## **VOLUNTEER ADULT LITERACY TUTOR JOB DESCRIPTION**

### Position Description:

The volunteer will tutor an individual adult in reading and writing using the methods and strategies presented during the tutor training. Since most of the adult learners at Hawaii Literacy are functional (not total) illiterates, improving their skills will make functioning in our society easier and will help them realize self-identified goals. The tutor and adult learner will find a time and a place (preferably a public site) that are convenient for both.

### Qualifications:

1. High school diploma (or equivalent); no prior experience in teaching required
2. Interest and/or experience in working with adult learners
3. Ability to be flexible and patient with adult learner
4. Attend Orientation and complete Hawaii Literacy Tutor Training

### Areas of Responsibility:

1. Contact adult learner within one week of assignment and arrange for mutually-convenient tutoring location and time
2. Prepare for lessons with adult learner
3. Meet regularly with adult learner
4. Report hours (tutoring, preparation and "other") and progress monthly to office
5. Report any change in learner's or tutor's address or phone number
6. Report promptly if student and learner stop working together
7. Maintain and improve tutoring skills by attending in-service trainings

### Time Commitment:

1. Recommended: meet with adult learner 2 times each week for 1 to 1-1/2 hours each time
2. With preparation time and travel/meetings/etc. commitment is about 5 hours per week
3. Tutor a student (or students) for a minimum of six months