

JOB DESCRIPTION FOR LEARNING CENTER TUTOR

LITERACY COALITION OF CENTRAL TEXAS – THE LEARNING CENTER

Summary: A program of the Literacy Coalition of Central Texas, The Learning Center is committed to providing quality instruction to our Adult Education Students. We are currently looking for enthusiastic volunteers to do one-on-one tutoring with our students in math, language, social studies, science, computer skills and job skills.

Literacy is more than how to read, it is also about having the skills to finding a career that is fulfilling and pays a living wage. At The Learning Center, our goal is to arm our clients with these skills, such as being able to navigate the new tech-savvy job market, writing an eye-catching resume or cover letter and receiving their High School Equivalency certificate. The instructors and volunteers at The Learning Center work one-on-one with clients on a tailored lesson plan that helps them reach their goals.

As a volunteer, you will work one-on-one with students, helping them study for their High School Equivalency tests in math, language arts, science and social studies. You will also be helping them with computer skills such as using Microsoft Word and Excel and with job skills such as writing a resume and interviewing. Sometimes the most important thing a volunteer does is just being there for moral support and encouragement!

Essential Duties and Responsibilities:

- Tutor students in math, reading, science and social studies
- Provide a welcoming environment for students
- Help ensure students are on-task and engaged

Requirements:

- Must be encouraging and patient
- Must be comfortable working with a diverse population
- Strong reading comprehension skills

Time Commitment:

- 1-3 hours per week
(Class times: M-Th 9 a.m. -3 p.m., 5:30 p.m.-9 p.m.)

Benefits:

- Knowing you are helping someone reach their full potential
- Gain experience in Adult Education
- Volunteer Community Hours
- Getting to know people in your community

SIGN UP TO VOLUNTEER: willread.org/volunteer

Thank you for being part of our team!