

VOLUNTEER JOB DESCRIPTION
Adult Volunteer Literacy Program
McHenry County College

JOB TITLE: Volunteer Literacy Tutor

Essential Job Function: To tutor adults in basic reading or English as a Second Language

- To attend orientation, and complete basic training workshops and practicum
- To provide literacy instruction to adult learners
- To assume the role of partner and mentor
- To respect the adult learners' right to confidentiality
- Complete monthly attendance reports
- Attend advanced professional development workshops yearly

Minimum Job qualifications:

- High school or GED diploma
- 18 years of age

Skills and Abilities:

- A respect for human dignity
- A belief that all people have the right to be able to read
- A belief that all people have the right to learn to communicate in English
- Patience and understanding
- Willingness to learn new teaching techniques

Experience:

- Experience helping others learn