



## Volunteer Tutor Job Description

Over 21,000 adults in Utah County are functionally illiterate.  
Project Read is helping these adults learn to read.

### Goal

To tutor an adult student to a functional literacy level as determined by the Project Read staff.

### Qualifications

- Be at least 18 years of age.
- Have a HS diploma or GED.
- Possess good reading skills.
- Have an interest in and willingness to tutor an adult student in basic literacy skills.
- Participate in a tutor training session.
- Have patience and be committed.

### Duties

- Tutor a student in basic reading, writing, and life skills.
- Encourage and motivate student.
- Evaluate student achievement.
- Self-evaluate tutoring.
- Keep records of volunteer hours and student's progress.
- Communicate with Project Read staff regarding objectives, progress, and problems.
- Keep informed through training, newsletters, and workshops.

### Commitment

- Commit to serve for six months.
- Meet twice a week for 1½ hours each time.
- Attend a four-hour tutor training mtg.
- Attend a workshop quarterly.

### Expectations

- *Dependability:* Loyalty and dependability are equally important on the part of the student and tutor for the success of the tutoring program.
- *Professionalism:* The commitment to this volunteer.
- *Confidentiality:* Confidentiality is of the utmost importance to the program. Please do not discuss your student by name with anyone other than the Project Read staff.
- *Assignments:* Tasks assigned to the student should be meaningful, varied, and perceived as satisfying. If you need help selecting materials or preparing lessons, please feel free to ask one of the Project Read staff.

### Thank You

To be a literacy tutor requires a lot of responsibility. It is not always easy, but it can be very rewarding. Frank Laubach, founder of Laubach International, once said, "The greatest thrill I ever had is to see the joy in a person's face when he first learns to read. I would rather see that than to eat."

We are excited and grateful for your willingness to become a volunteer tutor. It is because of commitment from volunteers like you that *we are making a difference!*