



Conversation Club Instructor

Wage: \$12/hour; 4 hours/week

Schedule: Wednesday 3 – 4:30 pm
Thursday 5:30 – 7 pm + Prep time

Duties and responsibilities:

Project Read is a non-profit adult literacy program that offers individualized reading instruction to adult students by trained volunteer tutors. The Project Read Conversation Club Instructor is responsible for preparing and teaching the preparatory conversation classes each week. The Conversation Club Instructor fulfills these responsibilities by doing the following:

1. Implement policies and procedures set by the Executive Director and the Board of Trustees;
2. Conduct small group tutoring sessions in specific subjects;
3. Acquire knowledge of selected topics in learning theory and pedagogy and bring this knowledge to bear in tutorial settings;
4. Acquire knowledge of study skills and strategies and assist students in improving their own learning and study skills;
5. Create atmosphere of mutual trust and support;
6. Work and communicate effectively with students of all skill levels, Project Read tutors, and Project Read staff;
7. Exhibit a helpful attitude toward all students, tutors, and staff;
8. Provide information for reports;
9. Assist the Instruction Coordinator as needed.

Qualifications:

The Project Read Conversation Club Instructor will have the ability to:

- Assess reading and general literacy needs of students.
- Effectively communicate both orally and in writing.
- Establish and maintain cooperative working relationships.
- Maintain the confidentiality and security of sensitive information.
- Manage a flexible work schedule to provide optimum service.
- Be a positive representative for Project Read.
- Model effective instructional strategies for literacy instruction.
- Model and teach effective assessment techniques.

Training & Experience:

- A degree in English, TESOL, Linguistics, or a related field.
- Experience teaching literacy or ESL to beginning readers/speakers.

Additional information:

- Please send a resume and cover letter to shauna@projectreadutah.org.
- For more information, please contact Shauna K. Brown, Project Read Executive Director.



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