



Literacy Lab & Conversation Club Instructor

Wage: \$14/hour; 4 – 5 hours/week

Schedule: Wednesday 3:30 – 7:00 pm

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 Literacy Lab & Conversation Club Instructor is responsible for preparing and teaching reading and preparatory conversation classes each week. The Literacy Lab & 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 Literacy Lab & 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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