



Portage County Literacy Council

1209 Fremont Street
209 Nelson Hall
Stevens Point, WI 54481
715-345-5341
Pocolit2013@gmail.com
www.pocolit.org

TUTOR POSITION DESCRIPTION

The Portage County Literacy Council is a nonprofit organization that began in 1986. Our mission is to help Portage County adults develop the basic math and English literacy skills necessary to achieve economic self-sufficiency and community integration. We recruit, train, and match our volunteer tutors with adult learners who live or work in Portage County. If you would like to be a tutor, please review the below information and complete the attached application.

Tutoring Areas:

Adult Basic Education (ABE): Instruction in basic skills, such as reading, writing, and math

English Language Learner Education (ELL): Instruction in use of the English language and other cultural and civics topics

Computer Literacy: Instruction on the basic use of a computer and the internet

Tutor Duties:

1. Complete new tutor training and activities (approximately 8 hours total).
2. Meet your learner for 1 to 3 hours each week in an approved public location that is comfortable, accessible, and safe.
3. Plan a course of individualized study with your learner.
4. Communicate with PCLC regularly, and complete a tutoring report by the end of each month to track your hours, learner accomplishments, and tutoring needs.
5. Attend tutor roundtables throughout the year to share information and resources.
6. Maintain confidentiality of learner information outside of the PCLC.

Tutor Qualifications:

1. The ability to read, write and speak English at an advanced level
2. The ability to commit to tutoring for at least 6 months and preferable 1 year
3. Completion of the PCLC tutor training and activities
4. Age 18 or over
5. Possess a flexible, dependable, and patient teaching style
6. Respect for ABE and ELL learners and people with diverse backgrounds

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