



## Portage County Literacy Council

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### 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.

#### Tutoring Areas:

English Language Learner Education (ELL): Work with an immigrant or refugee that is learning English. Provide instruction in use of the English language and other cultural and civics topics.

Adult Basic Education (ABE): Work with a native and/or fluent English speaker. Provide instruction in basic skills, such as reading, writing, and math.

#### Tutor Duties:

1. Complete new tutor training and activities (in person and online).
2. Plan a course of individualized study with your learner and PCLC.
3. Access books and materials in our Resource Room.
4. Meet your learner for 2 to 4 hours each week in an approved public location that is comfortable, accessible, and safe.
5. Communicate with PCLC regularly and complete your tutoring report monthly.
6. Attend tutor roundtables throughout the year to share information and resources.
7. 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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