



701 Goode St.

Bristol, VA 24201

### **Patricia Freedman Literacy Academy**

#### **Volunteer Tutor Job Description GED Level III Tutor**

**Department:** Patricia Freedman Literacy Academy

**Mission:** PFLA changes lives by helping people build job and life skills.

**Vision:** PFLA is able to address any learning need – basic or advanced

**Reports to:** Literacy Academy Coordinator or assigned Instructor.

**Importance of Position:** The Literacy Academy addresses learning needs through our program by providing literacy instruction to the community or by referral to an appropriate institution.

**Description:** Assist with teaching GED level students in any of the following areas: Writing, Math, Social Studies, Science, and Reading (literature).

#### **Qualifications:**

- MUST possess PATIENCE and have TOLERANCE for all!
- At least high school or GED education (college preferred) and familiarity with GED or high school curriculum.
- Knowledgeable ability and skills to teach preferred educational area.
- Strong interpersonal skills and ability to work with students of various backgrounds and learning abilities.
- Take an Official GED Practice Test and write an essay if tutoring writing skills.
- **Mandatory confidentiality** of all information regarding students.

#### **Responsibilities:**

- Attend orientation to the Bristol Public Library and the Patricia Freedman Literacy Academy and job-specific training.
- Give supervisor sufficient notice if unable to meet with student or be present as scheduled.

#### **Training Provided:**

- **Orientation to BPL and training provided by PFLA.**
- Strategies for providing accurate, effective assistance to the public, in person and/or on the telephone.

#### **Length of Commitment:**

- Minimum six-month commitment as a volunteer.

#### **Time Commitment:**

- Individually as needed to provide tutorial services.