

Literacy Tutor Volunteer Job Description

Job Summary:

A local non-profit is seeking volunteer Literacy Tutors to be part of an after-school tutoring team for early elementary school children (K-2) in their after-school program. This program runs Monday through Friday from 3:00 to 5:15 and is designed to help the students achieve at or above grade-level mastery in reading and math. The literacy tutoring session runs from 4:15 to 5:15. Literacy Tutors will provide one-on-one tutoring to a given student using the program's structured literacy curriculum and will then escort students home from the tutoring venue (less than five minutes). Tutors will be overseen by a Literacy Director, who will provide training on the literacy curriculum and will conduct weekly check-ins during program hours to model lessons and troubleshoot challenges. The Literacy Tutor role will involve providing daily documentation to record the child's progress. This time will be eligible for practicum hours as well as CALP and CALT certification hours.

Job Duties & Responsibilities:

- Commit to a full semester of tutoring.
- Be present for all tutoring sessions, Monday through Friday, 4:15-5:15.
- Attend training on the program's structured literacy curriculum, conducted by the Literacy Director.
- Review the lesson plan in advance of each day's lesson; deliver the structured literacy curriculum under the supervision of the Literacy Director.
- Ensure that students are making academic gains and are steadily closing the achievement gap.
- Document daily responses to tutoring on a Google Form.
- Provide a fun, structured, and productive learning environment for the students.
- Provide weekly, in person reports to the Academic Director and Literacy Director.
- Maintain curriculum materials and supplies.
- Drive or escort students home from the tutoring venue (less than 5 minutes).

Qualifications:

- Preferred: possesses or is currently pursuing a degree or advanced formal training in early literacy (K-2). For example: SMU's Early Literacy Scholars Program, Reading Specialist Preparation Program, or M.Ed.-Concentration in Literacy, or equivalent.
- Prior work or volunteer experience with early elementary-aged children or low-income students.
- Passionate about helping students grow in confidence while meeting their full academic potential.
- Possesses the organizational skills and attention to detail to carry out the data-driven instruction process and to deliver the literacy curriculum with fidelity.
- Creativity and flexibility to adapt instructional methods to enhance engagement and to cater to different learning styles, while maintaining fidelity to the curriculum.
- Strong interpersonal skills to build relationships with students, parents, the Academic Director, and the Literacy Director.



- Strong classroom management skills: able to motivate students, encourage good behavior, and redirect and correct behaviors interfering with learning.
- Possesses a clean, reliable vehicle for transporting students home from the tutoring venue.