



## Literacy for Life

### ***Mission Statement***

*The mission of the Craven Literacy Council is to improve literacy by providing free, individualized instructional services to residents of Craven, Jones and Pamlico counties.*

## **VOLUNTEER TUTOR JOB DESCRIPTION**

### **PROGRAM PURPOSE:**

\* To teach literacy and life skills to adults.

### **TIME REQUIREMENTS:**

- \* 15-hour tutor training workshop.
- \* One to two tutoring sessions each week, 1-1½ hours each.
- \* Commit to at least 1 year of tutoring.

### **JOB DUTIES:**

- \* Help your student determine literacy and life skills they need to meet their goals.
- \* Design lesson plans to help develop these skills.
- \* Meet with student(s) on a regular schedule.
- \* Keep and submit accurate records of tutoring hours, student goals and progress on a monthly basis for program staff.
- \* Celebrate success.

## **Other Volunteer Opportunities with Craven Literacy Council**

Substitute Tutoring  
Fundraising/Office Assistance

Your educational background does not matter.  
*What is important is patience, understanding, persistence, and flexibility.*