



# Nashville Adult Literacy Council

Job Title:	ELL Volunteer Tutor
Location:	Hybrid, online and in-person opportunities in the Nashville area
Position Type:	Volunteer
Reports To:	Maggie Yandell, ELL Volunteer Tutor Program Manager

## Job Description

### Background

*Founded in 1982, the mission of the Nashville Adult Literacy Council (NALC) is for Nashville adults to learn the reading, writing, and English-speaking skills they need for a better life. NALC is a 501(c)(3) non-profit agency. Our mission is for Nashville adults to learn the reading, writing, and English-speaking skills they need for a better life. We provide our learners with a safe place to learn and grow. We recognize that not everyone learns in the same way or wants the same things. This is why we offer one-on-one tutoring in addition to classroom instruction, so each learner gets the attention needed for success.*

### Description:

At Nashville Adult Literacy Council (NALC), we serve two types of learners: 1) adults who read or comprehend at less than an eighth-grade proficiency, and 2) adult immigrants who want to improve their English skills, also known as English Language Learners (ELL).

Our ELL volunteer tutors are matched with a student learning English. Tutors meet learners on Zoom or in person at a public location. All tutors will use an online English curriculum and learning management system provided by NALC to deliver high-quality English lessons to learners.

After completing training, tutors will indicate whether they will be an online-only tutor or a hybrid tutor. Online-only tutors will meet with a learner on Zoom only, and hybrid tutors will meet in person or online depending on safety and travel concerns. All trainings and meetings with NALC staff will take place virtually via Zoom, and tutors are expected to have a working knowledge of Zoom and email.

### Volunteer Responsibilities

- Attend an orientation and a training via Zoom (2.5 hours)
- Complete a self-paced online training (1.5 hour) and receive a certificate
- Maintain communication with a learner
- Schedule weekly tutoring sessions with a learner (Note: Absences are certainly allowed for vacations, illnesses, scheduling conflicts, etc. We do understand that things come up.)
- Meet with a learner for 2-4 hours per week for a minimum of 3 months
- Creatively adapt curriculum and incorporate supplemental resources into pre-made lesson plans

- Communicate with NALC staff in a timely manner
- Keep updated notes on tutoring sessions
- Submit tutor hours after each tutoring session

#### **Volunteer Qualifications**

- Access to a laptop or desktop computer with a camera (for online-only tutors)
- Access to a laptop or tablet with a camera (for hybrid tutors)
- Access to a reliable internet connection
- A basic knowledge of computer skills (email, navigating websites, Google/Word documents)
- A basic knowledge of Zoom (scheduling meetings, screen sharing)
- Strong written and oral English language skills
- Patient, encouraging, and empathetic disposition
- A desire to meet someone from a different culture and help them acclimate to the greater Nashville community!

#### **Volunteer Support**

- Supplemental meetings and trainings, as needed
- Staff review of notes on tutoring sessions
- Online curriculum
- Supplemental resource bank
- Suggested materials and instructional strategies
- Continued encouragement and gratitude

#### **Contact Information and Procedure:**

Volunteers will attend a training led by NALC staff. Complete the following form

<https://forms.gle/CoMCHB9jNDh9edCP8> to confirm your qualifications and schedule your training.