



# Nashville Adult Literacy Council

Job Title:	Literacy Volunteer Tutor
Position Type:	Volunteer
Reports To:	Crystal Gimesh

## 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 Literacy Volunteer Tutors are matched with an adult learner whose first language is English or an immigrant learner who is highly proficient in spoken English. Staff works with students to craft an individualized learning plan. Learners range from complete beginners (little to no literacy, kindergarten level) to more intermediate readers (middle - high school levels).

NALC currently provides printed materials as well as Learning Upgrade, an online educational program. Other instructional aids and reading materials may be used depending on learner needs. Learners may have a variety of needs including comprehension, vocabulary, HiSET preparation, and more. Lessons are learner-driven, but may include any combination of:

- phonemic awareness
- phonics
- grammar
- vocabulary
- reading comprehension
- writing
- editing

### Volunteer Responsibilities:

- Attend an orientation and training via Zoom (2 hours)
- Maintain communication with a learner
- Schedule weekly appointments 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 online via zoom or in a public place for 2-4 hours per week for a minimum of 3 months
- Creatively adapt NALC-provided curriculum and incorporate supplemental resources, as needed
- Communicate with NALC staff in a timely manner

- Keep updated notes on tutoring sessions
- Submit tutor hours and reports upon request

**Volunteer Qualifications:**

- Strong written and oral English language skills
- Patient, encouraging, and empathetic disposition
- A basic knowledge of computer skills (email, navigating websites, Google/Word documents)
- If tutoring via Zoom
  - A basic knowledge of Zoom (scheduling meetings, screen sharing)
  - Access to a laptop or desktop computer with camera
  - Access to a reliable internet connection
- A desire to help someone improve their reading and writing skills so they can achieve their personal goals.

**Volunteer Support from NALC:**

- Ongoing staff support
- Supplemental meetings and training, as needed
- Staff review of notes on tutoring sessions
- Curriculum materials provided
- Supplemental resources on Google Drive
- 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/VTtkW8tymZDuVSKu6> to confirm your qualifications and schedule your training.