



Job Title: Tutor for English Language Acquisition for Adults (ELAA)
Reports to: Karen Kivel
Status: Volunteer

POSITION SUMMARY

Do you enjoy knowing and working with people from other cultures? ELAA tutors support immigrant and refugee adults to acquire or improve their English language skills. Tutors work in teams to provide free classes at libraries, schools and churches throughout Tucson. There are four sessions per year ranging from 8-14 weeks (fall, winter, spring and summer). Classes meet twice a week on a set schedule, for an hour-and-a-half to two hours. Volunteers can serve as lead teachers, co-teachers, or classroom assistants.

ESSENTIAL FUNCTIONS

- Build relationships with the students based on genuine interest as well as mutual trust and respect
- Facilitate/support communicative language practice activities
- Develop lessons and materials based on students' interests and needs
- Communicate with team members about class plans and tutor roles
- Report attendance, successes and challenges to ELAA Program staff in a timely manner

QUALIFICATIONS

- Prior attendance at a Literacy Connects Info Session
- Attend ELAA Foundations training (12 hours)
- Positive, flexible, and open-minded
- Ability to make a 9 month (3 session commitment)
- Ability to teach on a set schedule for the duration of a session
- Be 18 years old with a GED or HS diploma
- Ability to speak other languages and prior teaching experience are NOT required

Hours: Approximately 4-7 hours per week, depending on role (includes preparation time for lead teacher)

Interested? Attend a Literacy Connects Info Session: <http://literacyconnects.org/volunteering/>
Still have questions? Contact Karen at kkivel@literacyconnects.org

Website: www.literacyconnects.org