



## Volunteer Role Description

**Title:** In-Person Literacy Mentor Volunteer

**Minimum Commitment:** Two days per week. 6-8 hours per week for school year (October-May) and September training

**Reports to:** Site Coordinator

**Role Description:** The *Literacy Mentor* fosters a mentor/mentee relationship with students through structured weekly reading/literacy tutoring sessions and is responsible for attending trainings, preparing tutoring materials for their students, and using technology to record session notes and volunteer hours.

### Responsibilities:

- Attend 20-25 hours per year of required training
- Establish and maintain a consistent weekly tutoring schedule for full school year (October-May)
- Arrive on time and prepare for tutoring sessions
- Develop positive tutoring and mentoring relationships with students
- Follow guidelines for implementing 1:1 tutoring sessions
- Establish and maintain a positive working relationship with ESLC employees, classroom teachers and/or site employees
- Respond promptly to communication from ESLC employees and/or classroom teachers
- Accept feedback based on observations and implement recommendations
- Accurately and promptly complete paperwork, including electronic time entry and session logs
- Bring questions and concerns about responsibilities or students to Site Coordinator
- Read and adhere to the East Side Learning Center Volunteer Handbook, and all policies and procedures

### Qualifications:

- Satisfactory completion of background checks (cost covered by East Side Learning Center)
- Speak, read, and write English fluently
- Strong written and verbal communication skills
- Ability to learn and apply a variety of literacy tutoring techniques
- Ability to exercise flexibility, initiative, good judgement, and discretion
- Strong interpersonal skills
- Ability to learn and use technology and access AARP Hub webpages
- Ability to relate to individuals from diverse backgrounds
- Must 16 years or older

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