

## Volunteer Literacy Instructor

The mission of the Tarrant Literacy Coalition is to improve the quality and increase the quantity of adult literacy programs through collaboration with organized literacy providers and community partners in Tarrant and surrounding counties.

### Purpose

Assist adult education students in an effort to improve their English literacy skills. Whether it be ESL (English as Second Language), Adult Basic Education (ABE), GED or financial literacy, the instructor's sole function is to guide and serve the learner.

### Responsibilities

- ❖ Lead a class of one or more students
- ❖ Utilize a designated curriculum for instruction according to class type
- ❖ Overcome any classroom barriers that may impede a student's progress from one level to the next
- ❖ Administer standardized testing per provider recommendations
- ❖ Document test scores and grade level improvement (may vary by provider site)
- ❖ Maintain attendance logs for class sessions

### Skills and Qualifications

The Volunteer Literacy Instructor will work with a variety of adults of different ages, races, and creeds; each will be at his/her own reading level ranging from below basic to pre-GED. Patience and an open-mind are essential to have success in this position. Also desired:

- ❖ Leadership
- ❖ Passion
- ❖ Prior teaching or tutoring experience appreciated, but not necessary

### Support

The Tarrant Literacy Coalition assists in placing the Volunteer Literacy Instructor with a partner organization that provides literacy services. Upon placement, all reporting is done to the designated provider; however, the Coalition remains a resource for volunteers throughout their time of service.

Location and Time Commitment: Varies by provider site

