



Contact Info – Chan Beattie
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Volunteer Tutor Job Description

Objective:

Provide academic assistance in the form of writing, grammar, and pronunciation tutoring to current BRIDGES students. In addition, provide information and technical assistance. Respond to inquiries and inform students of relevant college resources. Provide assistance to adult students who are working toward completing their GED, high school diploma, or simply learning the basic skills that are necessary for living and working in their community.

Qualifications

- Sensitivity to cultural differences,
- Willing to tutor on a consistent basis for a minimum of a full quarter,
- Patience, dependable, understanding, and flexibility,
- Good basic reading and writing skills,
- Basic math skills,
- Good communication skills,

Responsibilities

- Complete informal interview and mandatory orientation,
- Complete training workshop offered at the community college,
- Tutor individual students, one-on-one, or small groups,
- Work closely with the volunteer literacy program coordinator,
- Notify the volunteer coordinator if you are unable to be present during your scheduled hours,
- Mandatory (free) background check required for all Everett Community College volunteers,