



**Portage Public Library  
Volunteer Job Description  
Adult Literacy Tutor**

**General Purpose:** To help adults learn how to read and write by teaching them the basics of spelling, grammar, composition and comprehension, in order to meet a self-identified goal.

**Duties:** Planning and implementation of instructional activities for adult learners. Administer assessments and curriculum. Develop program timelines. Participate in developmental activities, meetings and assignments. Establish attainable achievement levels in knowledge, skills and abilities.

**Time Required:** Likely a couple of hours each week, based on a scheduled arrangement with the adult student.

**Training Required:** Training may include discussions of curriculum, possible educational and teacher's aide materials, manuals to advise on subject-specific topics, such as English as a Second Language, Grammar, Spelling, Reading, Writing, Math, History, or Science.

**Supervisor: Ellen Swan**

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