



The READ Center Tutor Volunteer Job Description

Position Title:	Volunteer Tutor
Job Description:	Provide one-to-one and small-group tutoring in reading and writing for English-speaking adults. Tutoring takes place in various sites in Richmond and surrounding counties.
Time Commitment:	Two hours of tutoring per week with a one year renewable commitment.
Qualifications:	18 years of age or older High school diploma or GED Good communication skills, especially listening skills Ability to connect with others
Personal Qualities:	Patience Flexibility Perseverance Sensitive to socio-economic and cultural differences Sense of humor Enthusiasm Love of reading Positive, encouraging attitude
Responsibilities:	Attend tutor orientation, training, classroom observations Submit required status reports Meet time commitments
Support Provided:	Free training and materials Mentoring In-service training and workshops Staff consultation and support
Contact:	The READ Center 4915 Radford Avenue Richmond, VA 23230 804-288-9930 frontdesk@readcenter.org