



**JUNIOR LEAGUE OF BUFFALO**  
*Women building better communities*

## **JOB DESCRIPTION**

Title:           **Drop In Center Tutor**

Duties:

- Provide immediate access to literacy services for students waiting to be matched with a one-on-one tutor.
- JLB members to help basic literacy students (those learning how to read, or learning to read better) and our ESL (English As A Second Language) students at the Drop In Centers.
- Tutors will be encouraged to team up with a student to shadow in order to feel comfortable.
- Materials in the Literacy Volunteer Library will be needed to conduct lesson plans. These materials will be outlined in the training
- We will provide an 8 Hour Literacy Volunteers tutor training prior to any assignment. The locations, days and times we have chosen for this project are:
  - LV Headquarters, 1313 Main Street Buffalo  
Mondays 6-8 pm  
Thursdays 6-8 pm  
Saturdays 10 am- 1pm
  - Audubon Library, 350 Audubon Parkway Amherst  
Fridays 10 am-12 pm

Time Involvement:

- 1 hour Literacy Volunteers Orientation
- 8 hour Tutoring Training Program
- 32 hours of tutoring during the Junior League year (September – May)
- Attend a Council meeting when scheduled
- Time spent reading manual, learning and understanding how to be a Literacy Volunteer Tutor

Experience:

- Would suggest this position for a member who demonstrates strong facilitation, communication, organizational, people skills, time management skills and is motivational. The person also should possess strong skills regarding grammar, writing and communication and be interested in direct service with diverse populations and age groups.