



Volunteer Position Description

Position

Community Tutoring Intake Volunteer

Supervisor

Cortney LeGros, Coordinator of Outreach, Programs & Partnerships at Huntsville Public Library

Michelle Ainsworth, Coordinator of Community Development, Supported Employment Services and Celebrating Inclusion Tours at Community Living Huntsville

Description

The Huntsville Public Library and Community Living Huntsville have partnered to create a community tutoring hub. The tutoring hub was developed in response to a need in the community for space for tutors and clients to connect. We are looking for an Intake Coordinator who will facilitate the pairing of clients and volunteer tutors. The Intake Coordinator will report to Michelle and Cortney to help match

- Literacy: Reading and Writing
- STEM: Science, Technology, Engineering or Math
- Social Skills
- Life Skills
- French Language

Responsibilities

- Set up mutually agreeable meeting times with clients
- Develop goals and expectations for clients with assistance from the Intake Coordinator
- Provide regular feedback on progress
- Provide support rather than direct answers
- Develop lessons or activities for each session

Skills/Knowledge

- Knowledge in one or more subject areas
- Teacher or retired teacher would be an asset
- Ability to effectively communicate subject matter
- Patience, understanding and ability to work with multiple learning styles
- Time management and good organizational skills