



Volunteer Position Description

Position

Community Tutoring Intake Volunteer

Supervisor

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

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 with volunteer tutors. It would be possible for two people to share this position.

Responsibilities

- Meet with new volunteer tutors and determine area of expertise
- Meet with new clients and fill out intake package to determine goals
- Match clients with appropriate tutors and set up a meeting to introduce the two
- Follow up with pairs to ensure a successful relationship
- Help to maintain organizational system for volunteers and clients

Skills/Knowledge

- Discrete and values confidentiality.
- Knowledge in skills development and education background would be an asset
- Excellent communication skills
- Client focused
- Technical competencies to help maintain website or database