

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.
JOB DESCRIPTION

POSITION: **TUTOR**

PURPOSE: To help an adult with difficulty in academic or workplace skills to improve their skills and widen their horizons through a one-to-one relationship.

QUALIFICATIONS:

Education: Bachelor's Degree required, ability to read, write and speak English

Experience: 3 years' experience in workforce

Skills, Abilities and Knowledge:

- a. Problem solving ability where independent judgement may be required
- b. Ability to work as a team
- c. Conflict resolution skills
- d. Ability to maintain confidentiality
- e. Proficient computer knowledge and skills
- f. Ability to interpret data
- g. Effective oral and written communication skills
- h. Ability to deal with and adapt to frequent changes

REPORTS TO: Adult Education Supervisor

SUPERVISES: None

JOB REQUIREMENTS:

Must be willing to commit to a minimum of three hours per week. (Our expectation is that tutoring will be so rewarding that a tutor will wish to continue beyond this commitment.)

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur frequently to constantly

Physical Efforts: Moderate physical effort in a predominately standing position

Special Demands: Some driving and potential eye strain. Current Act 33, 34 and FBI/DPW fingerprint clearance documentation at hire. Valid driver's license

RESPONSIBILITIES: Duties may include any or all of the following: This list is intended to be representative.

01. Creates and sustains a positive adult learning environment
02. Promotes independent and lifelong learning
03. Designs and plans instruction
04. Instruct using a variety of delivery methods
05. Assesses and monitors learning
06. Encourages adult learner involvement in the community
07. Understands goals, policies and procedures of the Private Industry Council
08. Exhibits accountability
09. Participates in at least one formal professional development activity
10. Complete forms and other paperwork as required

CORPORATE EXPECTATIONS:

Every volunteer of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every volunteer is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

Volunteer Tutors Wanted in Greensburg and LeMont Furnace. Qualifications: Bachelor's Degree. No prior teaching experience is required. Must be able to commit to at least three hours a week and pass criminal background checks. Looking for an even-tempered, relaxed, flexible person who is able to respond to the various needs of a student.