



**Project L.E.A.D.
Job Description
Tutor/Learner Follow-Up Advisor**

Function: Responsible for following-up with and providing support services to matched one-to-one or small group tutors or learners.

Specific Duties:

1. Contact tutors and learners on a regular basis.
2. Provide information on available support services such as materials, other community agencies, instructional strategies, etc.
3. Provide information on the program's other activities.
4. Assist in the identification and recruitment of administrative volunteers.
5. Provide feedback to other program personnel from information obtained from tutors and learners.
6. Identify potential topics for In-Service training from information obtained from tutors and learners.
7. Perform other duties as assigned.

Qualifications: Must be gregarious, warm, and sympathetic and love to work a phone.