

## **Volunteer Job Description: Citizenship Tutor**

**Job Title:** United States Citizenship Tutor

**Organization Name:** [Insert Here](#)

**Contact Information:** Contact Name, Phone Number  
Email Address

### **Major Objective:**

- Assist adult learners as they prepare for the naturalization interview
- Address deficiencies in learning about responsible citizenship
- Improve learning about responsible citizenship at home
- Improve learning about responsible citizenship at school

### **Duties and Responsibilities:**

- Volunteers will need to communicate with the learners regarding their schedules.
- Meet regularly and punctually.
- Prepare each lesson to meet the learners' goals and needs.
- Provide updates as requested by the Program Coordinator.
- Inform coordinator of problems.
- Under staff supervision help develop materials for on-line learning when directed.

### **Qualifications & Requirements:**

- Basic knowledge of American history and government.
- Ability to speak, read and write English;
- Dependable; prompt; patient; flexible;
- Respectful of differences;
- Able to maintain confidentiality.
- Familiar with Citizenship test questions.
- Basic computer skills

### **Orientation & Training**

- Attend an initial orientation at [Site Name](#)
- [MLC's New Citizenship Tutor Training](#)
- In-house training by [Site Name](#) faculty

### **Commitment Required:**

- Short and long term volunteer positions are available.