



VOLUNTEER OPPORTUNITY AT THE CENTRAL LIBRARY

ADULT LITERACY TUTOR

RESPONSIBILITIES

- Help learners achieve practical goals such as learning to read or communicate, improve their job opportunities, get a driver's license, or take the GED test.
- Spends approximately one (1) to three (3) hours tutoring each week and one (1) hour a week preparing for each session.
- Completes nine (9) hour basic tutoring class.
- Attends in-service workshops to learn new techniques, view new materials, and share concerns and successes.
- Reports volunteer hours each quarter as well as progress on setting and meeting learner goals.
- Coordinates meeting times and places with learner.
- Willingness to accept role as peer, not teacher.

THE DIFFERENCE YOU WILL MAKE TO THE LIBRARY

- Tutoring adults helps them become active learners and library users.
- Tutoring parents improves the chances for their children's success in school.

VOLUNTEER QUALIFICATIONS

- 18 years of age or older.
- Speak English well. Read and write English at the 12th grade level.
- Is honest, reliable, punctual, patient, sensitive, understanding, and respectful of learners' situations, needs, and goals.
- Is creative, flexible, enthusiastic, and has a sense of humor.
- Has good communication, listening, and organizational skills.
- Enjoys working with adults. Able to effectively motivate adults.

COMMITMENT REQUIRED

- One (1) or two (2) sessions weekly for a minimum of six (6) months.
- Nine hour workshop style training with follow-up workshop sessions.