



ADULT LITERACY INSTRUCTOR: VOLUNTEER POSITION DESCRIPTION

Please note that this is a volunteer position.

POSITION NAME: **ADULT LITERACY INSTRUCTOR (ENGLISH/CITIZENSHIP/PRE-GED)**

POSITION CATEGORY: **ADULT LITERACY SERVICES**

Time Commitment: Flexible; minimum of 2 to 3 hours per week for several weeks.

POSITION DESCRIPTION:

Facilitate a small class of adult learners at the Library on a specific subject. All materials for the class are provided, but curriculum collaboration with Library staff is encouraged.

QUALIFICATIONS:

- Over the age of 19 and have a high school diploma.
- Respectful of cultural and learning differences.
- Maintain confidentiality about your adult learners.
- Have good basic reading, writing, communication, and math skills.

COMMITMENT:

- Ability to commit to a 7 to 10-week arrangement of teaching classes at the Library, usually on the same day and time.
- Must attend a continuing education workshop at least 1 time per year.

RESPONSIBILITIES:

- Take a ProLiteracy training workshop before meeting with a learner for the first time. All tutor trainings are offered at the Library to the tutors at no cost.
- Design specific lesson plans based on the goals and needs of the class.
- Submit a monthly tutor timesheet.