



## **ADULT LITERACY TUTOR: VOLUNTEER POSITION DESCRIPTION**

Please note that this is a volunteer position.

**POSITION NAME:** ADULT LITERACY TUTOR

**POSITION CATEGORY:** ADULT LITERACY SERVICES

Time Commitment: Flexible; minimum of 2 hours per week.

### **POSITION DESCRIPTION:**

Meet with 1 adult learner at a time, or a small group of adult learners.

The subject of tutoring depends on the goals and needs of the adult learner(s). Popular areas of need include learning to read, English conversation skills, citizenship concepts, and Pre-GED subjects.

### **QUALIFICATIONS:**

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

### **COMMITMENT:**

- Ability to work with a learner for at least 1 hour per week for a minimum of 3 months with flexibility for tutor and student to reschedule due to other commitments.
- 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 learner.
- Submit a monthly tutor timesheet.