



CAMARENA MEMORIAL LIBRARY

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## **VOLUNTEER LITERACY TUTOR**

### **Job Description**

**Importance of Position:** Public libraries in Southern California provide literacy services, at no cost to the participant, to English-speaking adults who want to improve basic reading and writing skills. As a volunteer tutor, you have the chance to help someone read for the first time by creating a learning environment that promotes self-esteem, allowing adult learners to participate more fully in their community.

### **Qualifications:**

- Read and write comfortably in English
- Willing to learn and put into use a variety of teaching techniques\*
- Have patience and empathy
- Have good listening skills
- Flexible and nonjudgmental
- Capable of maintaining confidentiality

\*No previous tutoring or teaching experience necessary

**Responsible to:** Literacy Program Coordinator / Library Manager

### **Responsibilities:**

- Sign a Tutor Agreement form
- Attend, participate in, and successfully complete tutor training (see below)
- Attend a “match meeting” where the tutor will be matched with a learner
- Keep records of tutoring sessions and lesson preparation time and turn them in as a Monthly Report
- Work two hours a week, on a regular basis, for a minimum of six months with a learner
- Use student-centered approaches to tutoring
- Keep records of the learner’s work and progress in a “Student Portfolio”
- Attend a 6-month tutor-learner evaluation, at which time the Student Portfolio will be reviewed

**Training Provided:** All tutors will be responsible for attending the following:

- One-hour tutor orientation
- 4-5 hours of tutor training sessions and a combination of in-service workshops in library resources, roles and responsibilities of volunteer tutors and how the literacy program works.

**Benefits of Volunteering:** Tutors can help an adult to succeed with the following:

- Develop basic reading skills
- Improve spelling and writing
- Gain general knowledge
- Apply literacy skills to daily life
- Become more confident and independent

**Time Commitment:** Initial 4-5 hour training, then 2 hours per week preparing for and meeting with your learner, and a 1-hour monthly tutor meetings.

**Length of Commitment:** Minimum 6-month commitment to the program is requested

**Grounds for Termination:**

- Failure to successfully complete the Tutor Training Program
- Failure to carry out responsibilities
- Breach of confidentiality

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