

San Diego County Library
L.E.A.R.N.
Libraries Empower All to Read Now

Job Description: Volunteer Literacy Tutor

Purpose of Position: To provide one-to-one or small group tutoring to help adults ages 18 and older improve their reading and writing skills to meet self-identified goals.

Responsibilities:

1. Encourage and support your learner by
 - Helping them develop confidence and a positive attitude about learning
 - Respecting them and involving them in decisions about the learning process
 - Selecting materials and approaches that are appropriate for the learners' abilities and needs
 - Supporting learners and praising them for their efforts rather than criticizing them
 - Seeking to understand the psychological, emotional, and physical problems that may cause adults to have difficulty learning to read
 - Meeting regularly and punctually
 - Maintaining the confidentiality of the lessons
2. Be well prepared and design lessons based on the needs and interests of the learner
3. Review with the learner any work they have done independently
4. Keep records of the learner's progress
5. Notify program staff of changes in schedule or tutoring location
6. Complete tutor monthly report by the third of the month; other record-keeping forms as necessary.

Work Location: Any San Diego County Library branch or other neutral public site. Tutoring at someone's residence or other private space is not acceptable.

Hours: Twice weekly tutoring sessions for 1½ hours each session; one hour per week preparing for lessons.

Length of Commitment: Minimum of six months—one year preferred.

Training Provided: 6- hour pre-service tutor training; individual tutor-learner pair meetings with program staff; ongoing in-service training workshops.

Qualifications:
Eighteen years of age and older
High school diploma or GED, high school equivalency diploma
Good reading and writing skills
Flexibility, patience, dependability, friendliness, optimism, sense of humor

Benefits:
Altered view of the world
Increased understanding and appreciation of different values and lifestyles
Increased skill in creative problem solving