

Adult Literacy Tutor Job Description

Purpose

To help English-speaking and non-English-speaking adults, 18 years of age or older, learn to speak, understand, read, and write English to meet self-identified goals.

Responsibilities

- Encourage and support the adult learners by:
 - Helping them develop confidence and a positive attitude about learning;
 - Respecting them and involving them in decisions about the learning process;
 - Selecting adult materials and approaches that are suitable for the learners' ability and needs;
 - Supporting them and praising them for their efforts rather than criticizing them;
 - Guiding them in adopting behaviors appropriate to this culture;
 - Meeting regularly and punctually.
- Be well prepared and design lessons based on the needs and interests of the learners.
- Review with learners any work they have done independently.
- Keep records of each learner's progress.
- Complete monthly reports and submit them to the Literacy Coordinator by the 10th of each month.
- Notify the literacy contact or coordinator of any change in schedule or tutoring location.

Place of Work

One-to-one or small-group tutoring in a library or Lake County Library System established satellite location

Hours - minimum

- Twice weekly for 1 ½ hours each meeting; OR
- Once weekly for 2 hours each meeting

Length of Commitment

One year with a minimum of three consecutive month time frames



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Required Training

- 10 – 18 hour pre-service new tutor training and orientation
Required for all new Lake County Library System tutors regardless of past experience; *and*
Training requirement adjusted for returning tutors who have successfully graduated from a Lake County Library System training within the past year
- Minimum of one in-service training session per calendar year

Volunteer Qualifications

- Be dependable and prompt;
- Be able to relate well to a variety of people;
- Be willing to maintain the confidentiality of the lessons;
- Have a good listening, speaking, reading, and writing skills;
- Be flexible;
- Be friendly;
- Be patient;
- Be optimistic; *and*
- Have a good sense of humor

Fringe Benefits

- Increased understanding and appreciation of different values, cultures, and lifestyles;
- Increased skill in creative problem solving;
- Sense of belonging to a group focused on a common goal;
- Sense of accomplishment.

APPROVAL SECTION

Volunteer: _____ Date: _____

Supervisor: _____ Date: _____

Director, VolunteerLAKE: _____ Date: _____

12/2/08

