

Volunteer Tutor Job Description

Importance of Position: The opportunity to make a huge difference to an adult whose limited literacy is a challenge in his/her everyday life.

Qualifications:

- Desire to help someone else.
- Comfortable reading, writing and speaking English.
- Flexible, friendly, patient, optimistic and dependable.
- Relate well to a variety of people.
- No previous tutoring experience is necessary.
- Successful background clearance and fingerprinting (provided at no charge).

Responsibilities:

- Helping learners develop confidence and a positive attitude towards learning.
- Working respectfully with learners in decisions related to their learning process and goals.
- Relating to learner as a peer and equal.
- Maintaining the confidentiality of the learner.
- Recognizing, highlighting and praising learner's strengths and accomplishments, and using these strengths as a basis for lessons.
- Being understanding and respectful of the various challenges that may cause adults to have difficulty learning.
- Completing all necessary lesson preparations before each tutoring session.
- Meeting regularly.
- Keeping in regular contact with the Literacy Office and completion of *Monthly Adult Learner/Tutor Reports*.

Training Provided:

9 hour Tutor Training Workshop. Phone, e-mail and in person consultation with literacy staff as needed, and skill building workshops offered at various times throughout the year.

Benefits of Volunteering:

- Positively impacting the life of an adult learner.
- Opportunity to share your love of reading with someone else.
- Chance to learn new skills.
- Satisfaction of being actively involved in your community.

Time Commitment: 1-4 hours per week.

Length of Commitment: Minimum of 6 months

Contact Information: Phone **(925) 373-5507**

E-mail: literacy@livermore.lib.ca.us