

# Waukegan Public Library, Adult Literacy Tutoring Program

## Volunteer Job Description: Adult Literacy Tutor

- Purpose:**
- To help an adult 17 years of age or older improve basic skills in reading, writing or numeracy through one-to-one individualized instruction.
  - To help an adult 17 years of age or older improve their ability to read, write, and speak in English.
  - In a classroom setting to assist an instructor in helping adults learn to read, write and use basic math skills or to speak English.
  - To provide instruction to a small group of adult learners.
- Setting:** Libraries, churches, schools and other public facilities. Tutoring **does not** take place in private homes.
- Hours:** Hours vary, approximately 3 hours per week, could be days, evenings, or Saturdays. Vacations are allowed.
- Responsibilities:** Tutor responsibilities include:
1. Creating an environment where students will have a positive learning experience and develop a positive self-concept.
  2. Preparing lessons for one-to-one tutoring and/or small group sessions.
  3. Assisting student(s) in an adult education or ESL classroom under the direction of the instructor.
  4. Maintaining consistent attendance at your tutoring assignment.
  5. Notifying your student(s) or the classroom instructor if you must be absent.
  6. Attending in-service training.
  7. **Keeping track of volunteer hours, reporting this information four times a year, and keeping coordinators informed of any changes.**
- Qualifications:** High school diploma or equivalent with good basic reading and writing skills; fluency in English and ability to speak clearly. Dependable, flexible, friendly, patient, optimistic, interested in others, sensitive to cultural differences, respectful of adult learners, successful participation in the training, ability to tutor, and a successful, positive attitude towards tutoring. Tutors must have a background check.
- Pre-Service Training:** Pre-Service Training begins with an Orientation Session that welcomes potential tutors and gives an overview of program. The sessions address the psychology of the under-educated adult learner, understanding of the reading process, understanding acquisition of the English language, and the use of a variety of teaching strategies.
- Advanced Training:** We encourage tutors to take advantage of additional opportunities as they are offered.
- Supervisor:** Adult Literacy Coordinator

***Please Note: These positions depend upon the availability of the tutor and ability to commit to the days/times/locations.***