



## Volunteer Job Description



### **Adult Literacy and ESL Tutor**

**Adult Literacy and ESL Tutors will assist adult community members wanting to improve their basic literacy and life skills in order to achieve goals, increase knowledge, and develop potential for themselves and their families. An orientation and training will be provided and tutors will commit time to lesson planning, attending occasional in-service trainings, submitting brief monthly reports, and maintaining contact with the learning center regarding student progress, needs, and concerns. Adult Literacy and ESL Tutors will provide one-on-one tutoring to an assigned learner in areas such as reading, writing, grammar, spelling, math, and life skills. In some circumstances, a tutor will lead a small group of English learners and provide space for conversation practice.**

**Qualifications** for this position include completion of a one-hour orientation, followed by a four-hour training. No teaching experience is required. Volunteer should be compassionate, patient, adaptable, creative, kind, and possess the ability to learn and use new concepts as needed. Additionally, tutors should bring cultural awareness to this position.

**Time Commitment** for this position is a minimum of three hours per week. All adult volunteers should be able to make at least a nine-month commitment to the Library.

**Contact:** Chelsea Genack Egli, Senior Librarian, 760-435-5680