

# Adult Literacy Tutor Job Description & Agreement

## 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.

## Volunteer Qualifications

- To be eligible to be a volunteer tutor, you must be at least 18 years old;
- Agree to background screening policy, which is required of all literacy tutors & volunteers;
- Be dependable and prompt;
- Be able to relate well to a variety of people;
- Be willing to maintain the confidentiality of the lessons;
- Have good listening, speaking, reading, and writing skills;
- Be flexible;
- Be friendly;
- Be patient;
- Be optimistic; *and*
- Have a good sense of humor

## 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 materials and approaches that are suitable for the adult 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; *and*
  - Meeting regularly and punctually.
- Notify the learner or tutor location in advance if you cannot attend a tutor session or class.
- 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/daily reports & submit them to the Literacy Coordinator by the 10<sup>th</sup> of each month.
- Notify the literacy contact or coordinator of any change in schedule, tutoring location, learner information & status, and/or concerns or requests.

## Required Training

- Successful completion of 9 – 18 hours of initial training, to include: pre-work; tutor training; and orientation (*Required for all new Lake County Library System tutors regardless of past experience. Training requirement adjusted for returning tutors who have successfully completed a Lake County Library System tutor training within the past year.*)
- A minimum of one professional development training or meeting per calendar year

## Time Commitment

Tutors are expected to commit at least 1 year to the Literacy Program, and to be available for tutoring in blocks of time no less than 3 consecutive months. Tutors should meet with learners for a minimum of 2 hours each week (*this does not include preparation & travel time*).



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## Tutoring Location

One-to-one or small-group tutoring occurs in a LCLS library or approved satellite location. Home tutoring is not permitted.

## 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; *and*
- Sense of accomplishment.

I agree to abide by the policies of Lake County Library System Adult Literacy Program and VolunteerLAKE, and will fulfill my volunteer tutor responsibilities to the best of my ability. I understand that I am becoming part of a team that will support me, answer my questions, and provide assistance with my tutoring experience. I also understand that my responsibility to the team is to ask questions and maintain open communication. If for any reason I find I am unable to maintain my responsibilities, I will notify the literacy coordinator of Lake County Library System Adult Literacy Program.

## APPROVAL SECTION

Volunteer: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Director, VolunteerLAKE: \_\_\_\_\_

Date: \_\_\_\_\_

07-2009

