

National City Public Library
Literacy Tutor Volunteer Opportunity

The Adult Literacy Program at the National City Library is seeking bright, motivated Literacy Tutors to help adults improve reading and spelling skills. Free, confidential literacy instruction is provided to community members who are over 16 years of age, out of school and conversant in English.

Requirements:

- Must be 18 years of age or older.
- Must pass a screening process through the City of National City.

Desired Volunteer Qualifications:

- Good reading and writing skills
- Dependable and prompt
- Able to interact positively with a diverse population
- Patient, flexible, and friendly

Highly Desirable Skills: Prior teaching or tutoring experience.

Time Commitment:

2-3 hours per week for a period of at least six months. Must be able to volunteer 1-2 days a week during open hours of the Literacy Office (Monday-Thursday).

Responsibilities:

Encourage and support the adult learner by:

- Helping the learner develop confidence and a positive attitude about learning
- Meeting regularly and on time
- Involving the learner in decisions related to the learning process and goals
- Selecting materials and learning approaches appropriate to the learner's abilities and needs
- Being prepared with a lesson designed to meet the needs and interests of your learner
- Praising the learner's strengths and accomplishments
- Reviewing all homework completed independently by your learner each week
- Keeping accurate and up-to-date records of your learner's progress
- Notifying the program staff of any change in tutoring status, schedules or locations, as well as any change in address or phone numbers

Required Training:

- Video tutor-training program
- Library tour and orientation

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