



## **Tulare READ Adult Literacy Service Volunteer Adult Literacy Tutor Position Description**

### **Importance of Position:**

Significantly impact the life of an adult whose limited literacy is a problem in their everyday life.

### **Qualifications:**

- Be 18 years of age or older, speak English well, and have the ability to read and write English at a 12<sup>th</sup> grade level. No previous teaching experience is necessary.
- Ability to be sensitive, patient, understanding and respectful of learners' situation, needs and goals.
- Willingness to be creative, flexible, enthusiastic, and have a sense of humor.
- Have good communication, listening and organizational skills.
- Willingness to commit to a consistent weekly meeting schedule for one-on-one tutoring with an assigned adult learner for a minimum of 6 months.
- Willingness to accept your role as peer, not teacher.
- Successfully complete Tutor Training provided by Tulare READ Adult Literacy Services.

**Responsible To:** Literacy Coordinator

### **Responsibilities:**

1. Successful completion of 3 hour training program on the philosophy of literacy, adult learner theory and reading techniques, roles and responsibilities of volunteer tutors and how the literacy program works.
2. Once matched, work with your learner to establish a twice-weekly meeting schedule and in a neutral, public location, such as the library, a church or community center.

Be learner-centered -- plan and conduct lessons keyed to your learner's specific needs, interests and goals. Seek assistance from Tulare READ staff and/ or other experienced tutors when needed.

Attend a minimum of two Tutor Talk meetings during your 6 months of service.

Reporting requirements: Monthly tutor report on hours of service, goals met and materials used may be submitted by mail, fax or simply drop it off in our office. More frequent reporting expected if problems

or concerns arise. If you stop meeting with your learner for any reason, notify Tulare READ staff immediately.

**Training Provided:**

Initial three hour Tutor Training program on philosophy of literacy, and adult learner theory and reading techniques, roles and responsibilities of volunteer tutors and how the literacy program works. Following initial training, regular in-services and tutor support meeting are provided. Between meetings, staff and other tutors are available to discuss students progress and problem solve when necessary. Additional training on working with individuals with learning disabilities is available at the tutor's request.

**Benefits of Volunteering:**

- Opportunity to positively impact the life of an adult learner.
- Knowing that you are promoting the next generation of readers by encouraging an adult to read to his/her children.
- Opportunity to learn new skills.
- Meet people who share similar goals and interests.
- Deepened understanding of values and lifestyles different from your own.

**Time Commitment:** Initial Tutor Training, then 2 or more hours per week preparing for and meeting with your learner, and a one hour monthly Tutor Talk (tutors in-service training and networking session).

**Length of Commitment:** 6 months

**Grounds for Termination:**

- Failure to successfully complete the Tutor Training program
- Failure to carry out assigned responsibilities
- Breach of confidentiality

**Contact Person:** Jane Zikratch, Literacy Service Coordinator  
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