

1:1 Adult Literacy Tutor Volunteer

Your primary goal as a volunteer tutor is to help adults improve their literacy skills. For Basic Literacy tutors, the primary focus is improving reading and writing skills, and sometimes basic math and numeracy skills. For ESL tutors, the primary focus is improving their students' reading, writing, and speaking English skills. Both categories of tutors will need to build a ladder of successful learning experiences, as success builds the self-confidence the learner requires to tackle challenging material, be willing to try something new, risk failure, and understand that mistakes are a part of the learning process.

Before getting started, think carefully. Tutoring is challenging work. Your respect for and commitment to the adult learner is essential to the success-building process. Are you prepared to follow through on this program?

Purpose:

- For Basic Literacy, the primary purpose is to help adults in the Pueblo area acquire basic reading and writing skills and to use those skills to meet self-identified goals, such as job advancement, further academic study, or improved parenting skills.
- For ESL, the primary purpose is to help adults in the Pueblo area acquire or improve their conversational English skills and to use those skills to meet self-identified goals, such as job advancement, citizenship, or enhanced parenting skills.

Training:

The literacy tutor training workshop is required; participation in periodic in-service training sessions is voluntary but strongly encouraged.

Place of Work:

One-to-one or small-group tutoring will occur at one of the Pueblo Library branches.

Hours:

Volunteer tutors and students will meet once weekly for 2 hours minimum. This will easily be a 4 to 6-hour commitment each week, considering lesson preparation, teaching time, record keeping, and travel time.

Duties & Responsibilities:

1. Additional weekly sessions are at your discretion.
2. Maintain a positive, learner-centered environment.
3. Attend initial training and tutor enrichment workshops.
4. Discuss problems/concerns with the Adult Literacy Program Administrator early.
5. Submit brief monthly reports of tutoring hours.
6. Complete required twice-yearly reports of the learner's achievements (track achievements monthly)
7. Prepare for all scheduled meetings by planning lessons designed specifically for the student and selecting materials and approaches suitable to the student's skill level and needs. Reaching out to the Adult Literacy Administrator for support and following recommendations from the administrator when given.
8. Meeting regularly and punctually.
9. Provide encouragement and support by:
 - a. Helping the student develop confidence and a positive attitude toward learning by affirming their progress.
 - b. Showing respect by listening to the student's decisions about the learning process.
 - c. Giving praise whenever the student is successful and being supportive rather than critical of mistakes.

- d. Seeking to understand the psychological, emotional, and physical problems that may cause a student to have difficulty learning.
 - e. Keeping staff informed of situations where referral to an outside agency is appropriate.
10. Have fun!

Volunteer Qualifications:

1. Literate (but professional training is unnecessary). ESL tutors are NOT required to be bilingual.
 - a. Good written and oral English skills are required
2. Dependable and prompt.
3. Friendly and enjoys relating to a variety of people in a non-judgmental and accepting way.
 - a. Good interpersonal skills, maturity, and discretion
 - b. Caring, non-judgmental attitude, patience, and humor!
4. Respectful of confidentiality of lessons.
5. Pass the PCCLD background check required of all tutors and other volunteers.
6. Ability to work independently and ask for support when needed
7. Interest in, and respect for, all cultures
8. Willingness to learn and explore along with your student

Fringe Benefits:

1. Heightened perception of the world.
2. Increased understanding and appreciation of different values and lifestyles.
3. Increased skill in creative problem-solving.
4. Help an individual improve their literacy skills
5. Help new residents understand and participate in our community
6. Work as part of a team
7. Enhance your resume with teaching skills
8. Letter of recommendation available at the successful completion of commitment (6-month minimum)

Evaluation:

Your student, with Library Literacy staff, will evaluate your skills.

Program Responsibilities:

The Adult Literacy Program Administrator at the Pueblo City-County Library District will provide training, teaching materials, support, and supervision of volunteer tutors.

Contact: The Adult Literacy Program Administrator at PCCLD 719-553-0206 or by email at rebecca.mcgee@pueblolibrary.org
