



**ALPINE PUBLIC LIBRARY  
ESL FOR THE BIG BEND**

**Volunteer Position Description  
Adult Literacy Tutor**

**Position Overview and Impact:** Significantly impact the life of adults with limited English language skills by providing individualized tutoring services based on the learner's specific needs and life goals.

**Key Responsibilities:**

1. Complete six-hour volunteer tutor training workshop.
2. After training, work with your assigned learner to establish a weekly meeting schedule in a neutral public location.
3. Plan and conduct lessons keyed to your learner's specific needs, interests, and goals.
4. Seek assistance from the Literacy Program Coordinator or other tutors as needed.
5. Provide one-on-one or small group tutoring for adults, 18 years of age and older, in speaking, reading, and writing English, and/or functional literacy.
6. Maintain file of placement results, lesson plans, student work, progress tests, attendance records, contact hours, and volunteer hours.
7. Report your volunteer hours monthly (tutoring, prep, and other activities).
8. Notify Program Coordinator of any changes in your learner's enrollment status.

**Qualifications:**

1. Eighteen years of age and older
2. Speak English well and have the ability to read and write English at a 12<sup>th</sup> grade level.
3. Previous teaching experience is recommended but not required.
4. Sensitive, patient, understanding, and respectful of learners' situation, needs and goals.
5. Culturally sensitive attitude and willing to maintain confidentiality at all times.
6. Dependable and able to maintain your regular tutoring schedule
7. Foreign language skills may be beneficial, but are not required.

**Responsible to:** Literacy Program Coordinator/Executive Director

**Training and Support Provided:** Six hours of pre-tutoring training to teach basic literacy skills to English language learners; ongoing in-services and tutor support meetings as needed. Between meetings, staff and other tutors are available to discuss student progress and problem-solve. The library will provide all program supplies.

**Benefits of Volunteering:** Opportunity to positively impact the life of an adult learner  
Opportunity to learn new skills and meet people who share similar goals and interests  
Opportunity to support Alpine Public Library programming efforts and help fulfill the organizational mission of creating lifelong learners

**Time Commitment:** Minimum one hour per week tutoring time, approximate one hour per week planning; total of six months requested to provide continuity for the learner.

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