



## LITERACY VOLUNTEER: POSITION DESCRIPTION

Component	Description
<b>Job title</b>	Literacy Volunteer Tutor
<b>Purpose</b>	<ul style="list-style-type: none"> <li>Tutors assist adult learners – either native speakers or persons for whom English is a new language – in achieving literacy in order to meet daily life requirements. These literacies are need-based, and so, may include teaching various types of skills. The tutor respectfully engages their assigned students in lessons with the goal of helping them to interact in business, educational and social arenas with increased confidence and ease.</li> </ul>
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>One-on-one or small group tutoring of basic reading and writing skills for native speakers or English language learners</li> <li>Possible teaching of a class to new English learners, depending on interest, skill, and experience</li> <li>Good lesson preparation</li> <li>Keeping literacy coordinator apprised of weekly attendance, student or teacher needs, or any other pertinent information.</li> </ul>
<b>Physical demands</b>	<ul style="list-style-type: none"> <li>Sitting</li> <li>Communicating by use of speaking, writing and use of expressive gestures</li> </ul>
<b>Location</b>	<ul style="list-style-type: none"> <li>In SSPL literacy volunteer office or classroom</li> <li>Possibly at a venue located in the community</li> </ul>
<b>Supervision</b>	Librarian I
<b>Length of appointment</b>	Ongoing
<b>Time commitment</b>	At least one hour a week, with reasonable time off for holidays, vacations and unplanned illnesses.
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Fluency in reading and writing English</li> <li>Post-interview, the successful completion of SSPL sponsored literacy tutoring course</li> <li>Kindness, patience, and persistence</li> </ul>
<b>Benefits...</b>	<ul style="list-style-type: none"> <li>Gains made in English literacy skills</li> </ul>
<b>To those served:</b>	
<b>To the Library:</b>	<ul style="list-style-type: none"> <li>Staff's enhanced ability to communication with patrons.</li> </ul>
<b>To the volunteer:</b>	<ul style="list-style-type: none"> <li>Satisfaction of assisting others in literacy learning, and interaction with peers and students</li> </ul>
<b>Support provided</b>	
<b>Completed by</b>	Mary Ann Rockwell
<b>Date</b>	10/20/2017