

SAN DIEGO PUBLIC LIBRARY
READ/ San Diego

- Volunteer:** **Assessment Counselor**
- Purpose of Position:** Conduct intake interviews and administer placement tests of incoming students, and progress assessments of current or departing students.
- Qualifications:** Complete 15-hour volunteer tutor training workshop (literacy and/or English as a Second Language).
Caring and culturally sensitive attitude
Good reading, writing, math, phonics, spelling, and listening skills
Strong interpersonal skills
Flexible and patient
Dependable and able to keep a regular schedule
- Responsible To:** Literacy Tutor/Learner Coordinators
- Responsibilities:**
1. Conduct intake placement and progress assessments as needed (dependent upon availability).
 2. Attend relevant in-service training workshops.
 3. Process learner intake information and evaluate test results adequately and accurately.
 4. Create a file for each student processed.
 5. Communicate test results both orally and in writing to literacy tutor/learner coordinator.
 6. Submit volunteer monthly report of attendance.
- Training Provided:** Four-hour one-on-one training; intake procedures and adult learner assessment; on-going training as needed.
- Benefits of Volunteering:** Recognition given at the Annual Volunteer Recognition Luncheon, other recognition events, and in READ/San Diego publications; the personal rewards of helping others; job experience; and entitlement to the City of San Diego's volunteer package.
- Time Commitment:** Minimum of one day per week, two hours per day
- Length of Commitment:** Minimum of three months.