

SAN DIEGO PUBLIC LIBRARY
READ/ San Diego

Volunteer:	Literacy Tutor
Purpose of Position:	Provide one-to-one or small group tutoring for adults, 18 years of age and older in speaking English, reading, writing and/or math skills.
Qualifications:	Eighteen years of age and older. High school diploma or GED, high school equivalency diploma Caring and culturally sensitive attitude Flexible and patient Completion of 15-hour tutor training, or other adult education certification Dependable and able to keep a two-day per week commitment for a minimum of six months, but preferably one year.
Responsible To:	Literacy Tutor/Learner Coordinators
Responsibilities:	<ol style="list-style-type: none">1. Complete 15-hour volunteer tutor training workshop.2. Attend regularly schedule in-service tutor training workshops, tutor support group meetings and READ/San Diego's annual tutor conference.3. Maintain a portfolio of student work, lesson plans, progress tests and attendance records.4. Demonstrate competency in teaching basic literacy skills.5. Evaluate learner progress.6. Complete tutor monthly report by the third of the month and other record-keeping forms as necessary.7. Ensure accountability (attendance, performance, reporting.)
Training Provided:	Fifteen hours of pre-service tutor training to teach basic literacy skills to English language adult learners or English as a Second Language adult learners; ongoing in-service training (two trainings required every six months) at tutor support group meetings, regularly scheduled in-service trainings, and READ/San Diego's annual tutor conference.
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 two 1.5-hour tutoring sessions per week; one hour planning per week; or minimum of four hours per week.
Length of Commitment:	Minimum of six months to one year or more.