SACRAMENTO PUBLIC LIBRARY

Position Title: Adult Literacy Tutor
Organization: Sacramento Public Library, 828 I Street, Sacramento, CA 95814
Interest Area: Education, Mentoring, Training, Tutoring
Volunteers needed: On an as needed basis to meet the needs of the program.

Program Position Overviews and Impact:
Tutor volunteer provides one-to-one tutoring to an adult in **1 of our 4 programs**. Training and materials are provided free to the tutor and adult learner.

1) **Basic Literacy** – Tutor adults in basic reading and writing skills, grade level ability 0 through 8.

2) **Basic Math –** Tutor adults in basic math concepts and/or higher level math skills. May include fractions, decimals, pre-algebra and geometry.

3) **GED –** Tutor adults in preparation for the GED exam in the areas of English and/or Math and additional subjects if so desired.

4) **ESL –** Tutor adults in English as a Second Language (ESL), which may include speaking, listening, pronunciation, grammar, reading, and writing skill areas. Fluency in language other than English NOT required.

Qualifications:
- 18 years or older
- High School Diploma, GED or equivalency diploma
- Skills in operating computer, email, and MS office
- Caring and culturally sensitive attitude
- Flexible and Patient
- Completion of Pre-Service Tutor Training Workshop
- Able to keep a commitment of meeting with an adult learner for a minimum of six months, preferably one year

Additional Qualifications:
- Math skills/knowledge if desiring to tutor in the Basic Math/GED programs (Math skills are not reviewed/taught in training)

Responsibilities:
- Provide one-to-one tutoring to an adult using provided curriculum/resources
- Submit monthly reports on hours tutored, progress, and challenges
- Maintain contact with Adult Literacy staff regarding learner needs, concerns, questions, etc.

Training and Support:

- Orientation/training for SPL's Adult Literacy Service tutoring programs is held as needed throughout the calendar year and is required before beginning tutoring.
- Adult Literacy Tutors meet regularly every 2-3 months to learn new material, receive support and have an opportunity to ask questions and share with fellow tutors and literacy staff.

Benefits of Volunteering:

- Develop communication and teaching skills
- Recognition at the annual volunteer appreciation event and report to the Library Authority Board
- Job-related experience
- Satisfaction in helping an adult achieve their learning goals

Time Commitment: 2-4 hours per week for 6 months

Responsible To:

- Sacramento Public Library's Adult Literacy Supervisor
- Stephanie Allen, 916-264-5032, literacy@saclibrary.org