

JOB DESCRIPTION PUEBLO CITY-COUNTY LIBRARY DISTRICT

POSITION: **Volunteer Adult Literacy Tutor**

DEPARTMENT: **Adult Services, Rawlings Library**

-- I. PURPOSE

Positively impact the life of adult learners by helping students with limited literacy skills to realize their self-identified goals and to improve their reading and writing skills, using the methods and strategies presented during tutor training.

-- II. RELATIONSHIPS

Tutors operate under the supervision of the R&RA Librarian with Literacy Emphasis, and work directly with illiterate or low-literate adult learners from varied backgrounds. Building effective relationships within this position requires compassion and patience. Successful tutors promote a positive work environment by maintaining respectful interactions with adult learners, other tutors, library staff, and representatives from other agencies and outside programs.

-- III. PRIMARY DUTIES AND RESPONSIBILITIES

Complete required PCCLD Tutor Training, attend volunteer orientation, and complete one hour of online training each month.

Contact adult learner within one week of assignment and arrange for mutually convenient tutoring time.

Prepare for lessons with adult learner. Observe students to determine abilities, interests, limitations and other individual characteristics. Adapt teaching methods and instructional materials to meet students' varying needs, abilities, and interests. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and practice.

Meet regularly with adult learner. Observe and evaluate students' work to determine progress and make suggestions for improvement.

Report hours (tutoring and preparation) and progress monthly to office and/or meet with literacy librarian to discuss individual students' needs and progress.

-- IV. TIME COMMITMENT

Meet with at least one adult learner 2 times each week for 1 to 2 hours each time.
(Including preparation time commitment is about 5 hours per week per student.)

Tutor a student (or students) for a minimum of six months.

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-- V. EDUCATION, KNOWLEDGE, EXPERIENCE, SKILLS, AND ABILITIES REQUIRED

Education and Experience:

High school diploma or GED, plus some college or continuing education.

Experience in a training, educational or social service environment is preferred.

Skills and Abilities:

Ability to read and write English at a 12th grade level.

Excellent communication, listening and organizational skills.

Ability to listen and discern what others with limited English skills may be saying. Able to work with others to bridge communication gaps.

Ability to be sensitive, understanding and respectful of learners' situations, needs and goals. Ability to teach others with compassion and patience.

Willingness to be creative, flexible, enthusiastic and have a sense of humor.

Must demonstrate reliability, punctuality and willingness to commit to a consistent weekly meeting schedule for one-to-one tutoring with an assigned adult learner for a minimum of 6 months.

Ability to pay attention to detail and follow tasks through to completion. Ability to comprehend and follow written and oral instructions.

Must be able to pass a criminal background check.

Please [download our volunteer application](#) and send to:

Amy Nelson
Librarian with Literacy Emphasis
100 E. Abriendo Ave.
Pueblo, CO 81004

Prior to acceptance as a volunteer, each applicant is required to submit a Volunteer Application and will be scheduled to meet with the Librarian with Literacy Emphasis for an interview. All applicants are asked to provide two references, emergency contact information and to sign a release permitting the library to conduct a background check.