

Oceanside Public Library
Volunteer Job Description

Adult Literacy Tutor

Purpose: To assist adults wanting to improve their basic literacy skills so they can achieve their goals, increase their knowledge, and develop their potential.

Qualifications: No teaching experience is necessary, but completion of an orientation, followed by an all-day training is required. Compassion, patience, adaptability, and the ability to learn and use new concepts are needed.

Responsibilities: Providing one-on-one, twice per week, tutoring to an assigned learner, in reading, writing, grammar, spelling, life skills, and/or math. Committing time to lesson planning, attending occasional in-service trainings, submitting brief monthly reports, and maintaining contact with the Literacy Center regarding student progress, needs, and concerns, is required.

Training Provided: A one hour orientation, and a seven hour training is provided. Periodic in-service trainings are also held, and materials and other appropriate resources are supplied.

Time Commitment: Four hours per week.

Length of Commitment: Minimum six month commitment requested.

Responsible to: Corrie Miles, Literacy Coordinator, 760-435-5682

Contact: Cheri Noel, Volunteer Coordinator, 760-435-5564