



City of Monrovia, Department of Community Services
Monrovia Public Library Literacy Services

Volunteer Job Description – Literacy Tutor

Importance of Position

Many people don't know about the far reaches of illiteracy. Think of the things that you could not do without reading: getting or maintaining a job, reading labels, ordering food in a restaurant, or understanding the foreign language spoken all around you. These are just some of the challenges an illiterate person faces. In the Monrovia Literacy Services program, we improve quality of life by matching one tutor with one adult learner for an individual approach to learning how to read, write and speak better.

Qualifications

Volunteers must be able to read, write and speak English fluently and willing to commit to helping a learner achieve their goals. No previous teaching experience is needed.

Responsibilities

- 📖 Meet with your learner at least once a week for at least an hour and a half (if your learner is an adult) or for one hour (if your learner is a child).
- 📖 Prepare materials to go over with your learner. These materials can be literacy materials and materials that are relevant to your learner's goals.
- 📖 Be creative and patient in assisting your learner to improve.
- 📖 Track your student's progress and make brief, monthly reports to the Literacy Coordinator.

Responsible to

Literacy Coordinator at the Monrovia Library: 626-256-8272 or literacyservices@ci.monrovia.ca.us.

Training Provided

There is a basic orientation of the program provided by Literacy Services staff and then various scheduled tutor training sessions throughout the rest of the year. We also have training videos, DVDs and books which may be checked out at any time. Literacy Services staff are here to help you as much or as little as you like.

Benefits of Volunteering

You are making a difference in your community – one that can drastically change a life. You are giving your time for someone else and getting the opportunity to see your learner's success. Other benefits of volunteering include training, letters of recommendation, and networking opportunities.

Time commitment

Tutoring usually takes about two hours a week with at least one meeting a week, lasting at least an hour and a half and at least ½ hour of lesson planning.

Length of commitment

In this program, because it is one on one, there is a lot of time spent not only teaching reading, but building a relationship as well. We ask that all tutors and learners commit to at least six months in the program to allow everyone to accomplish goals and make progress.

Grounds of Termination

- 📖 Inability to attend or to fulfill weekly responsibilities, or for behavior unbecoming of the library or the literacy program. We expect our volunteers to be a good reflection of our services.
- 📖 Breach of boundaries. Please maintain a tutor-learner relationship with your student. Examples of this include tutoring in a public location, never in a private home and never giving rides to your students. Please remember that you are a literacy tutor, not a social worker.
- 📖 Breach of confidentiality. Please do not discuss your learner's challenges or difficulties to anyone who knows them or in a way that might expose their identity.
- 📖 Failure to complete City background and drug test. More information about this process is on the back of this sheet.