

ALACHUA COUNTY LIBRARY DISTRICT

LITERACY VOLUNTEER JOB DESCRIPTION

- Title:** Volunteer Tutor
- Goal:** To help an adult or child to read, write, communicate, and widen his or her horizons through a one-to-one relationship.
- Qualifications:** Possess good reading skills
Dependable, patient, friendly, optimistic
Respectful of confidentiality; never discuss student by name
Interest in others and ability to relate
Sense of humor helpful
- Training:** Basic pre-service tutor training workshop
- Time Commitment:** Meeting at least weekly for 45 minutes – 1 hour
- Duties:**
1. Help the student develop a sense of self-worth and a positive attitude toward learning by affirming his/her thinking.
 2. Show acceptance of the student by listening to what he/she has to say and demonstrate personal concern.
 3. Understand why the student is having trouble learning to read and write, and determine the appropriate learning style.
 4. Meet regularly and punctually.
 5. Be well prepared for each lesson and give the student lessons designed for him/her.
 6. Review with the student the work he/she has done independently.
 7. Keep records of the student's progress.
 8. Help student see their own progress in meeting individual goals.
 9. Basic 6 hour pre-service training required
- Benefits:** Knowledge that you are helping another person improve their life, while raising the literacy level of the community. Also, gaining greater understanding of different values and lifestyles while making a new friend.