

Adult Literacy/ESL Program

Volunteer Tutor Position Description

- Position:** Tutor an adult learner in English reading, pronunciation, and American culture
- Contact:** Pleasanton Library Literacy Office
literacy@cityofpleasantonca.gov or (925)931-3405
- Responsibilities:** Tutor a learner for a minimum of one hour weekly
Additional weekly sessions are at your discretion
Prepare for lessons appropriate to the learner's ability and goals
Maintain a positive, learner-centered environment
Attend initial training and tutor enrichment workshops
Discuss problems/concerns with the Library Literacy staff
Submit brief monthly reports of tutoring hours
Complete required twice-yearly reports of the learner's achievements
- Qualifications:** Good written and oral English skills
Good interpersonal skills, maturity and discretion
Caring, non-judgmental attitude, patience and humor!
Ability to work independently
Interest in, and respect for foreign cultures
Willingness to learn and explore along with your student
- Time Required:** 1-2 hours of tutoring per week at minimum, plus travel time
1 hour planning and preparation (estimated)
1 semester (6 month) commitment
- Training:** Introductory training/orientation
In-service/ enrichment training
- Evaluation:** Your student, with Library Literacy staff, will evaluate your skills
- Benefits:** Help an individual improve his or her literacy skills
Help new residents understand and participate in our community
Work as part of a team
Enhance your resume with ESL teaching skills
Letter of recommendation available at successful completion of semester