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