



Adult Literacy Library Volunteer

Importance of Assignment: Opportunity to make a huge difference to an adult whose limited literacy is a challenge is his/her everyday life.

Description: Under the direction of the Adult Literacy Coordinator, assists adult Learners in developing confidence in reading and writing skills.

Qualifications:

- Desire to help someone else.
- Comfortable reading, writing, and speaking English. No prior teaching experience needed.
- Punctual, friendly, patient, optimistic, and dependable.
- Relates well to a variety of people.
- Comfortable using computers.

Responsibilities:

- Be Learner centered --- help Learners achieve their goals for improving their basic skills in order to support their roles as family members, workers, and community members
- Once matched, contact Learner to arrange initial meeting and to set time and place for future instructional meetings
- Meet a minimum of 1-2 hours per week with Learner
- Prepare for lessons
- Maintain monthly Tutor report log
- Attend scheduled workshops for updates, instruction ideas, and sharing successes and concerns
- Notify Coordinator if for any reason you stop meeting with Learner

Location: To be determined by you and your Learner

Training Provided: An initial in-person orientation/training at Main Library and Learner specific online training modules. Supplemental materials and workshops available throughout the year. Phone, e-mail, in-person consultation with Adult Literacy Coordinator as needed.

Hours: Commitment to work at least 1-2 hours a week for 1 year.

Application Process: All volunteers must complete and return the required application and attend an in-person interview which will include a written exam. Volunteers age 18 and over are required to pass a fingerprint background check available at the police department.

Volunteers work at the will of the library and may be released at any time.

Contact person: If interested, please contact, the Volunteer Services Librarian by phone at (562) 570-7500 or by email at lbpl_volunteers@lbpl.org.

Volunteer applications are available at <http://www.longbeach.gov/library/connect/volunteer-opportunities/>

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