



## **VOLUNTEER OPPORTUNITY**

### **ADULT LITERACY TUTOR - MENTOR**

#### **RESPONSIBILITIES**

- Assists and supports volunteer tutors with questions and/or concerns associated with tutoring in the adult literacy program.
- Suggests materials and help with designing lesson plans for tutors.
- Communicates with tutors via phone and e-mail.

#### **THE DIFFERENCE YOU WILL MAKE TO THE LIBRARY**

- Helps existing tutors by providing much needed support and advice.

#### **VOLUNTEER QUALIFICATIONS**

- Must have been a volunteer tutor for a minimum of one year.
- Is honest, reliable, dependable, and friendly.
- Has good communication skills.
- Has good telephone and e-mail skills.
- Enjoys working with adults.
- Able to effectively motivate adults.

#### **COMMITMENT REQUIRED**

- One (1) to ten (10) hours per month for a minimum of six (6) months.
- Must have completed nine (9) hour adult literacy tutor training and have actually tutored.
- Participate in tutor mentor training meetings and in occasional meetings as needed.

#### **CONTACT**

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