



Mesa County LIBRARIES

Volunteer Job Description

Position: Adult Learning Tutor

Location: Central Library/Branches
443 N. 6th Street
Grand Junction, CO 81501

Position Purpose: To provide literacy tutoring and support of adult learners in small group or one-on-one sessions. Help learners develop reading, writing and speaking skills to meet goals. Tutors may also support GED (math, science, language arts, social studies) or citizenship testing preparation.

Supervisor: Adult Learning Coordinator

Responsibilities, Duties, Functions, Tasks (what must be completed to achieve the goals):

- Conduct learning sessions that engage the students and improve skills to reach goals.
- Utilize the methods and teaching techniques demonstrated in the training.
- Seek assistance from the Adult Learning Center staff and/or other tutors when needed.
- Submit reports on hours of service by the 5th of each month
- Notify Adult Learning Staff immediately if you stop meeting with your learners or they stop attending sessions.

Qualifications (minimum experience, skills, education, knowledge):

- Excellent command of English language, both written and oral.
- Competent in reading, writing, and/or math.
- Ability to relate to a diverse group of people.
- Excellent communication skills including listening.
- Ability to be sensitive, patient, understanding and respectful of learner's situation, needs and goals.
- Good organizational skills.
- High school graduate or equivalent.

Requirements:

- Must be at least 18-years-old
- Interview with Volunteer Coordinator, background check, review of handbook, signed waivers
- Attend a 3-hour training session on adult learning, roles and responsibilities of tutors, and tutoring techniques. Observe tutoring sessions as assigned.

Time Commitment:

- Minimum of 1 ½ - 2 hours weekly
- 6-month commitment is preferred