

Position Title: Adult Literacy GED Tutor
Organization: Sacramento Public Library, 828 I Street, Sacramento, CA 95814
Interest Area: Education, Mentoring, Training
Volunteers needed: On an as-needed basis to meet the needs of the program.

Position Overview and Impact:

The adult literacy GED tutor provides one-to-one tutoring to an adult in need of improving their basic literacy skills in preparation for the GED exam.

Qualifications:

- 18 years or older
- High School Diploma, GED or equivalency diploma
- Caring and culturally sensitive attitude
- Flexible and Patient
- Completion of 4-Hour Tutor Training workshop
- Dependable and able to keep a commitment of meeting with an adult learner for a minimum of six months,
- Skills in operating computer, email, and MS products

Responsibilities:

- Provide one-to-one tutoring to an adult in basic literacy skills and GED preparation.
- Submit monthly reports on hours tutored, progress, and challenges
- Maintain contact with Adult Literacy staff regarding student needs, concerns, questions, etc.
- Attend bi-monthly tutor meeting

Training and Support:

Orientation to Adult Literacy Service and Sacramento Public Library is held as needed in the calendar year. Adult Literacy Tutors meet bi-monthly to learn new material, receive support and have an opportunity to ask questions and answers with fellow tutors.

Benefits of Volunteering:

- Develop communication and teaching skills
- Recognition at the annual volunteer appreciation event and report to the Authority Board
- Job-related experience
- Satisfaction in helping an adult achieve their learning goals

Time Commitment: 2-4 hours per week for 6 months

Responsible To:

- Sacramento Public Library's Adult Literacy Supervisor
- Stephanie Allen, 916-264-5032, literacy@saclibrary.org