



# PLACER ADULT LITERACY SERVICE

350 Nevada Street ~ Auburn, CA 95603  
530 886-4530 (phone) ~ 530 886-4555 (fax)  
PALS@PlacerLibrary.org

*Helping Placer County adults turn a new page in life since 1985.*

## Reading Coach Job Description

### **Purpose:**

The Placer Adult Literacy Service provides people with the tools to change their lives by giving them the reading, writing, and basic math skills they need to earn a living, stay healthy and improve our community.

### **Qualifications:**

- Be 18 years of age or older and be able to read English and speak and write clearly.
- Have a commitment to adult literacy
- Possess patience and flexibility
- Enjoy working with adults

### **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 one hour per week with learner
- Prepare for lessons
- Maintain monthly reading coach 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

### **Training Provided:**

- A 2 day, 10 hour training workshop including preparation prior to the workshop, orientation to the library and Adult Literacy instructional materials
- When scheduled, informal get-togethers at the library with other reading coaches and coordinator for sharing, problem-solving and support
- Individual reading coach assistance from the Literacy staff is always available

### **Benefits of Volunteering:**

- Meet new people with similar interests and goals

- Enjoy success with learners as they make progress toward their goals
- Satisfaction about being involved with your community and library
- Provide a much needed service to the community and the library

**Time Commitment:**

- Initial reading coach training days
- Minimum of one hour tutoring session per week plus lesson preparation time
- Quarterly reading coach in-services

**Length of Commitment:**

- Request one year

**Grounds for Termination:**

- Inappropriate behavior with learner
- Breach of confidentiality

**Responsible to:**

- Library Literacy Specialist  
**Paula Western**  
530 886-4530  
PALS@PlacerLibrary.org

Read the passages below to see the difference you have the potential to make in the life of an adult who struggles with reading!

**A library changed my life...**

▶ Meet Kristi ~ “I could not even read a storybook to the children. I hated myself. I really wanted to read so I asked for help at the library. I was nervous and scared, but they were friendly. My life has completely changed. It is such a freedom to be able to read and write!”

▶ Meet Linda ~ “I didn’t read or write. I thought, ‘Who would want me? How will I raise my children?’ I promised myself that my children wouldn’t be like me. I was hungry to learn. My tutor helped me. He shared his time and gave me a gift I can take with me forever! I can read and write!”

▶ Meet Leon ~ “I was forty three years old and I couldn’t read or write. I had half-access to life. I realized I had something to give, but I knew I needed the tools. I walked into the library and asked for help. I learned that there are people out there who care. My tutor gave me courage. She said, ‘You can do it!’ And it did!”

▶ Meet Enrique ~ “They offered me a job in management. I was scared. There was no way to tell them that I couldn’t read and write – I knew I’d get fired. I found out about a nearby literacy program at the library. They hooked me up with a tutor. Learning to read gave me a second chance at life.”