



Building Reading & Writing Skills

*The life-changing literacy service of the Nevada County Library

Madelyn Helling Library, 980 Helling Way, Nevada City, CA 95959, 530.470.2772
Truckee Library, 10031 Levon Ave., Truckee, CA 96161, 530.575.7030 Read.Up@co.nevada.ca.us

Volunteer Tutor Application

Literacy tutoring significantly impacts the lives of adults whose limited literacy is a problem in their everyday lives.

Tutor qualifications:

- At least 18 years of age, and able to speak, read and write English at a 12th grade level. No previous teaching or tutoring experience is necessary.
- Ability to be sensitive, patient, understanding and respectful of learner's situation, needs and goals.
- Willingness to be creative, flexible, enthusiastic and have a sense of humor.
- Have good communication, listening and organizational skills.
- Willingness to commit to a consistent weekly meeting schedule for one-on-one tutoring with an assigned adult learner. We appreciate a commitment for a minimum of one year if possible.
- Willingness to accept your role as a peer, not a teacher, and to retain confidentiality about the learner.
- Successfully complete orientation and tutor training provided by Read Up Literacy Service

Name _____	Date of birth _____
Mailing address _____	
Home phone _____	Best time to reach me _____
Cell phone _____	Ethnicity _____ Gender M/F
Email address _____	
Current Employer _____	Position _____
Full time Part time Retired Not employed	Work phone _____ OK to call? Y/N
Types of previous work experience _____	

Education:	H.S. Diploma	Some College	Undergrad Degree	Graduate Degree
Major/Areas studied _____				
Special skills/Certificates _____				
Do you speak/read/write another language? Which one(s)? _____				
Hobbies/Interests _____				

How did you hear about our program? _____

When are you available to tutor? Mornings Afternoons Weekdays Weekends

Would you prefer a learner who is: Male Female No pref. Non-smoker

What subjects are you comfortable tutoring? Reading Writing Speaking Math/Algebra Computer

Would you volunteer in other areas of service to our literacy program?

Clerical Newsletter Fundraising events Public relations/Marketing

Read Up! Support Council Student Assessments Tutor/Student Communications

Grant Writing Other _____

What are your expectations for tutoring? What sort of experience do you want to have as a tutor?

Please provide one professional and one personal reference who are not related to you and who have knowledge of your qualifications. If you do not have a professional reference, please list two personal references.

1. Name & relationship	Daytime phone number	Evening phone number	Years acquainted
Address, City, State, Zip			
2. Name & relationship	Daytime phone number	Evening phone number	Years acquainted
Address, City, State, Zip			

Have you been convicted as an adult for any violations of the law? ___ Yes ___ No

If Yes, please provide dates, location, offense, and penalties _____

(conviction is not necessarily a bar to participation)

I understand that by volunteering for the Read Up! Literacy Service, my responsibilities are to:

- keep the tutoring learner-centered on their needs and goals.
- foster a positive atmosphere with open communications.
- meet with my learner(s) at the scheduled times as consistently as possible.
- try to attend the periodic in-service tutor training meetings.
- provide accurate Monthly Tutor Reports, and other reports, on a timely basis.

Signed _____ Date _____