

## **Chula Vista Library Literacy Program**

### **Volunteer: LEAP Into Reading Tutor Job Description**

**Importance of Position:** Significantly impacts the lives of students who are reading below grade level and to enable them to improve their academic performance.

#### **Qualifications:**

1. Minimum Age: 15 ½ years of age
2. Have the ability to read and write English well. No previous teaching experience is necessary.
3. Have good communication, listening, and organizational skills
4. Willingness to commit to a consistent weekly schedule and to be prompt for all meetings.
5. Successfully complete orientation and tutor training provided by the Chula Vista Literacy Center.

**Responsible To:** Family and Youth Literacy Coordinator

#### **Responsibilities:**

1. Successful completion of orientation and tutor training.
2. Supervise 2-4 students with curriculum, sight words, and reading.
3. Be learner sensitive-plan group meeting keyed to learner's specific needs.
4. Engage students in literacy activities at the beginning of classes or as needed.
5. Seek assistance from staff or other experienced tutors when needed.

#### **Training Provided:**

One –hour orientation and training based on phonics concepts and behavior management.

#### **Benefits of Volunteering:**

- Opportunity to positively impact the life of a student.
- Knowing that you are promoting the next generation of readers by encouraging students to read.
- Opportunity to learn new skills.
- Meet people who share similar goals and interests.
- Deepened understanding of values and lifestyles different from your own.

#### **Time Commitment:**

Initial one hour training and orientation, then one hour twice a week for ten weeks.

**Length of Commitment:** 10 weeks

#### **Grounds for Termination:**

- Failure to successfully complete tutor training
- Failure to carry out assigned responsibilities

**Contact Person:** Diana Ysla, Family and Youth Literacy Coordinator (619) 585-5757

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