

## Literacy Volunteer Job Description

Team up with adult learners to work on their basic reading, writing, and communication skills. Help someone become more confident and better able to navigate everyday situations.

### Qualifications:

- Desire to make a positive contribution.
- Comfortable reading, writing, and speaking English.
- Flexible, friendly, patient, optimistic and dependable.
- Relate well to a variety of people.
- No previous experience is necessary.
- Successful background clearance and fingerprinting (provided at no charge).

### Responsibilities:

- Helping learners develop confidence and a positive mindset towards learning.
- Working respectfully with learners in decisions related to their learning process and goals.
- Relating to learners as a peers and equals.
- Maintaining the confidentiality of learners.
- Recognizing and honoring strengths and accomplishments of learners, and using these strengths as a basis for meetings.
- Being understanding and respectful of the various challenges that may cause adults to have difficulty learning.
- Honoring weekly meeting commitment consistently and punctually (aside from pre-arranged dates/absences).
- Coming prepared to each meeting, ensuring that time shared is meaningful for learners and focused on their goals.
- Keeping in regular contact with the Literacy Office and completing brief monthly reports and other paperwork as needed.

### Training Provided:

7.5 hour tutor training workshop. Phone, email and in person consultation with literacy staff as needed, and skill building workshops offered at various times throughout the year.

### Benefits of Volunteering:

- Development of rewarding new skills through mutual learning experiences and the fun shared along the way.
- A chance to meet new people and make a meaningful contribution to your community.
- Personal enrichment and the enjoyment of life-long learning!

**Time Commitment:** 2-4 hours per week including meetings and prep work.

**Length of Commitment:** Minimum of 6 months.

**Contact Information:** Visit the Literacy Office at the Civic Center Library, call (925) 373-5507 or email [literacy@livermoreca.gov](mailto:literacy@livermoreca.gov).