



Lead Adult Literacy Tutor Volunteer

Position Overview and Impact

Douglas County Libraries elevates our community by inspiring a love of reading, discovery and connection. Volunteers are an invaluable resource in improving the quality of living in Douglas County.

As an experienced adult educator, Lead Adult Literacy Tutor Volunteers assist and guide new and transitioning Adult Literacy Tutor Volunteers. The Lead Volunteer helps other tutors build confidence and effectiveness.

Key Responsibilities

- Introduces themselves to new tutors through an initial email
- Makes him/herself available to other tutors in need of guidance through phone, text, email or in-person meetings
- Discusses and suggests successful tutoring practices in achieving results
- Respects the privacy and confidentiality of both students and other volunteers
- Presents a positive image of the library in communications and appearance while performing duties in the library

Qualifications

- Has demonstrated success in working with a variety of adult students
- Checks and responds to email regularly
- Has good communication skills
- Is comfortable seeking guidance from Adult Literacy Program staff

Training and Support Provided

- Lead tutors will only be called upon in their area of expertise: ESL, High School Equivalency, or Basic Literacy
- Orientation and review of lead role expectations with the Adult Literacy Specialist
- Support from Douglas County Libraries' Adult Literacy Staff

Benefits of Volunteering

- Our volunteers enjoy personal growth and interaction, a sense of community involvement, potential physical benefits of activity, work experience, and development of job skills.
- Adult Literacy volunteers gain experience working with people from different cultural and economic backgrounds.
- We provide a safe, pleasant environment and the opportunity to meet people from diverse backgrounds.

Time and Length of Commitment

- Potentially up to three hours per month for a minimum of six months
- Meetings lasting 30 minutes to one hour with other tutors to be agreed upon by both volunteers

Staff Connection

- Adult Literacy Specialist and Adult Literacy Program Branch contacts

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