



English as a Second Language (ESL) 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.

ESL Tutors work with adults in our community who are learning or improving their English communications skills and gain confidence professionally, academically and socially. Our program welcomes all adults who self-identify as needing help with their English literacy skills.

Key Responsibilities

- Communicates with the Adult Literacy Department for guidance in materials selection and lesson planning
- Respects the student learner's life experience in designing adult-oriented lessons
- Provides learner-centered instruction under the guidance of the Adult Literacy Department to help the learner reach his or her goals
- Checks and responds to emails from the learner and Adult Literacy Department staff regularly
- Reports hours and progress monthly to the Adult Literacy Specialist

Qualifications

- 21 years or older
- Some college education, Bachelor's degree or higher preferred
- Passion for learning and personal growth
- Possesses good communication skills
- Culturally humble and sees teaching as path to his or her own self-growth
- Background check passed

Training and Support Provided

- Mandatory 3.5 hour orientation
- Ongoing support from Adult Literacy Department
- Optional webinars and other live trainings

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

- Minimum of one hour of contact time per week with assigned student for a minimum of six months
- Planning and preparation time for meetings consists of an additional 1-4 hours per month

Staff Connection

- Adult Literacy Specialist and Adult Literacy Program Branch contacts

Created January 2018