



Practice Your English (PYE) Facilitator Tutor Volunteer Position Description

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.

Practice Your English Facilitators lead conversation groups for adults in our community who are learning or improving their English communications skills and confidence. These are informal conversation groups and not classes. The participants are not required to register or to participate every week and facilitators do not give homework and are not expected to share contact information.

PYE provides a safe space for intermediate and advanced English speakers to ask questions and practice authentic English conversation. Occasionally, a language skill or vocabulary will be highlighted, but this is not a place for a worksheet. Games are encouraged.

Key Responsibilities

- Communicates with the Adult Literacy Department for reporting or seeking guidance
- Respects the student learner's life experience in leading adult oriented conversations
- Checks and responds to emails from the learner and Adult Literacy Department staff regularly
- Submits reports for sessions including who attended and the discussions/activities of the session
- Facilitates conversations that celebrate and support each individual's unique contribution without prejudice

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; sees teaching as path to his or her own growth
- Background check passed

Training and Support Provided

- Observation of 3 experienced PYE sessions
- 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 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