



## Adult Literacy @ the Library

Sponsored by the Citrus County Library System and Shared Services Alliance

List of Volunteer Positions and Job Descriptions:

- Adult Literacy Communicator/Advisor
- Adult Literacy Program Coordinator
- Adult Literacy Tutor

## Adult Literacy Communicator/Advisor – Job Description

### Main function:

- Responsible for providing communication and support services to “matched-up” tutors and learners. Assist in creating community awareness about the Citrus County Library System adult literacy program.

### Specific duties:

- Contact tutors and learners on a bi-monthly basis to ensure that literacy efforts are still in effect.
- Provide information on available support services, such as: teaching materials and other community agencies.
- Provide feedback to library personnel and other adult literacy personnel from input obtained from tutors and learners.
- Identify, suggest, and pass on potential continuing education training topics derived from input obtained from tutors and learners.
- Submit total volunteer hours on a monthly basis to Adult Literacy Program Coordinator.

### Qualifications:

- Good phone skills with a welcoming personality.
- High school graduate who is at least eighteen years old.

# Adult Literacy Program Coordinator – Job Description

## Main function:

- Responsible for overseeing the success of the adult literacy program within the Citrus County Library System.

## Specific duties:

- Receive phone calls from prospective participants, including tutors and students.
- Make return phone calls to prospective participants, including tutors and students.
- Keep tutor and learner list organized and up-to-date.
- Match appropriate tutors to appropriate learners.
- Perform office work as related to the adult literacy program, including word processing, photo copying, and filing.
- Submit total volunteer hours from all program participants on a monthly basis to library personnel.

## Qualifications:

- Trained by the Florida Literacy Coalition in best tutor training practices via the Citrus County Library System.
- Educational background or teaching experience preferred.
- Excellent organizational skills preferred.
- Some computer ability preferred, along with a working knowledge of Microsoft Office software products.
- High school graduate who is at least eighteen years old.

## Adult Literacy Tutor – Job Description

### Main function:

- Provide assistance to adults needing to acquire or improve their basic reading and writing skills, utilizing a one-on-one teaching and learning model. The tutor should plan on teaching once weekly for approximately 1 to 2 hours, for a minimum of one year of instruction.

### Specific duties:

- Design student-specific lesson plans for optimal success.
- Select materials and utilize instructional strategies that coincide with the learner's skill level and needs.
- Assess the learner's progress on a regular basis, including utilizing the pre-test vs. post-test strategy.
- Schedule appointments and meeting times with the learner, reserving a quiet study room with library personnel in one of the libraries, as needed.
- Meet with the learner on a regular and punctual basis.
- Respect and encourage the learner.
- Submit monthly report on any changes in tutoring meeting times and student progress to library personnel and other adult literacy personnel.
- Attend continuing education literacy workshops as scheduled by library personnel and other adult literacy personnel.
- Submit total volunteer hours on a monthly basis to Adult Literacy Program Coordinator.

### Qualifications:

- Trained by the Florida Literacy Coalition in best tutor training practices via the Citrus County Library System.
- High school graduate who is at least eighteen years old.