

## **VOLUNTEER POSITION**

### **ADULT LITERACY SERVICES**

#### **MAJOR FUNCTION:**

To provide literacy enrichment through lessons in ESL (English as a Second Language), U.S. Citizenship, and GED preparation with the Martin County Library System. To help adult learners acquire the ability to read, write, speak, and listen in English, and to use those skills to meet individual needs. Learners may be native or non-native English speakers, and may learn in individual or class settings. volunteers will gain an increased understanding of differing values, lifestyles and cultures, insight into the managing skills of the under-educated adult, as well as a strengthening of their problem-solving skills.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The listed duties are illustrative only and are not intended to describe each and every function, which may be performed in this volunteer position. All Adult Literacy volunteers are responsible to the Adult Literacy Coordinator.

### **ALL LITERACY TUTORING:**

- HELP STUDENT(S) DEVELOP CONFIDENCE AND A POSITIVE ATTITUDE TOWARD LEARNING BY AFFIRMING THEIR FEELINGS OF SUCCESS AND PROGRESS IN EACH LESSON.
- SHOW RESPECT FOR THE STUDENT(S) BY LISTENING TO WHAT THEY HAVE TO SAY AND BY INVOLVING THEM IN DECISIONS ABOUT THE LEARNING PROCESS.
- MAINTAIN THE CONFIDENTIALITY OF LESSONS AND LEARNER(S).
- ENCOURAGE STUDENT(S) AS THEY TACKLE DIFFICULT MATERIALS AND CONCEPTS BY BEING SUPPORTIVE RATHER THAN CRITICAL OF THEIR MISTAKES.
- MEET REGULARLY AND PUNCTUALLY.
- BE PREPARED FOR EACH SESSION AND GIVE THE STUDENT(S) LESSONS DESIGNED FOR THEIR NEEDS.
- REVIEW WITH THE STUDENT(S) THE WORK THEY HAVE DONE INDEPENDENTLY.
- REPORT MONTHLY PROGRESS AND MEETING SCHEDULE TO THE ADULT LITERACY COORDINATOR.
- VOLUNTEER TUTORS AND STUDENT(S) SHOULD MEET ONCE WEEKLY FOR 1 TO 1-1/2 HOURS.

### **ESL (ENGLISH AS A SECOND LANGUAGE):**

- HELP STUDENT(S) DEVELOP CONFIDENCE IN READING, WRITING, SPEAKING, AND LISTENING IN ENGLISH.
- INSTRUCTION MAY INCLUDE:
  1. READING AND WRITING COMPREHENSION
  2. GRAMMAR AND SPELLING
  3. PHONICS AND PRONUNCIATION
  4. VOCABULARY ENRICHMENT
  5. PHONETICS AND SPEECH PROFICIENCY
- IN GROUP SETTINGS, STUDENTS MAY BE AT DIFFERENT LEVELS OF ENGLISH PROFICIENCY, SO FLEXIBILITY AND PATIENCE ARE NECESSARY.

### **U.S. CITIZENSHIP PREPARATION:**

- PREPARE STUDENT(S) FOR THE NATURALIZATION TEST AND INTERVIEW PROCESS.
- PREPARE STUDENT(S) FOR TEST CONTENT:
  1. UNITED STATES GOVERNMENT AND HISTORY
  2. ENGLISH READING AND WRITING OF SENTENCES
  3. ORAL ENGLISH PROFICIENCY
- MAY OFFER ASSISTANCE IN COMPLETING NATURALIZATION FORMS.
- LESSONS AND ACTIVITIES ARE ENCOURAGED TO BE FUN AND ENGAGING

### **GED PREPARATION:**

- PREPARE STUDENT(S) TO PASS THE INDIVIDUAL SUBJECT TESTS TO OBTAIN A HIGH SCHOOL CREDENTIAL.
- INSTRUCTION MAY INCLUDE:
  1. READING AND WRITING COMPREHENSION
  2. SCIENTIFIC STUDIES AND EXPERIMENTS
  3. ALGEBRAIC MATH AND GEOMETRY
  4. CIVICS AND HISTORY

## KNOWLEDGE, SKILLS, AND ABILITIES:

- MUST BE INTERESTED IN AND ENJOY RELATING TO A VARIETY OF PEOPLE; WILLING TO MAINTAIN THE CONFIDENTIALITY OF THE LESSONS; ABLE TO READ AND WRITE ENGLISH (TEACHING OR TUTORING BACKGROUND PREFERRED BUT NOT REQUIRED).
- MAINTAIN A FRIENDLY, POSITIVE, AND PATIENT PERSONALITY.
- MUST BE ABLE TO TUTOR ONE-ON-ONE OR IN SMALL GROUPS AT LIBRARY LOCATIONS AND OR OFF SITE AGREED UPON LOCATIONS; IT IS RECOMMENDED THAT LESSONS BE SEPARATED BY AT LEAST ONE DAY IF POSSIBLE.
- TUTORS SHOULD REMAIN FLEXIBLE WITH SCHEDULES AS MANY STUDENTS ARE PART OF THE WORK FORCE MAKING EVENING AND WEEKEND HOURS MOST CONVENIENT FOR LESSONS.
- MUST ADHERE TO PRIVACY AND SECURITY POLICIES, PRACTICES, AND PROCEDURES AS REQUIRED OF ALL VOLUNTEERS.
- MUST COMMUNICATE ANY SCHEDULE CHANGES OR MATERIAL NEEDS TO THE ADULT LITERACY COORDINATOR OR TO THEIR LIBRARY LOCATION.

## TRAINING:

THE MARTIN COUNTY LIBRARY SYSTEM WILL PROVIDE TRAINING, TEACHING MATERIALS, AND SUPPORT OF VOLUNTEER TUTORS, AND WILL MATCH TUTORS AND LEARNERS. VOLUNTEERS ARE REQUIRED TO ATTEND THE ORIENTATION AND ON-BOARDING PROCESSES, AND WILL LEARN PROPER POLICIES AND PROCEDURES FOR PROVIDING AND MAINTAINING LEARNING SERVICES. APPLICANTS MAY BE SUSCEPTIBLE TO BACKGROUND CHECKS.

## LOCATIONS:

ALL MARTIN COUNTY LIBRARY LOCATIONS, AND THE GOLDEN GATE CENTER FOR ENRICHMENT. LOCATION WILL BE DEPENDENT ON STUDENT DEMAND AND VOLUNTEER PREFERENCE. VIRTUAL OPTIONS ARE ALSO AVAILABLE.



## CONTACT:

### ADULT LITERACY COORDINATOR



Stefani Latour-Goodine



772-219-4960



sgoodine@martin.fl.us

### SPECIAL EVENTS/VOLUNTEER MANAGER



Terry L. Dick



772-219-4906



tdick@martin.fl.us



# LIBRARY INFORMATION

