

# Pass the Word – READ!

SANDUSKY LIBRARY ADULT LITERACY PROGRAM

## Literacy Volunteer Job Description

### Purpose

To help an individual sixteen years of age or older to learn to read and write or improve those skills and widen his/her horizons through a one-on-one relationship, emphasizing personal attention.

### Qualifications

Tutors should be interested in helping others, and be able to relate to them, be flexible in meeting their needs, respectful of their privacy. A sense of humor is helpful. Tutors should be positive, courteous, thoughtful, patient, understanding and friendly

### Responsibilities of the Volunteer

- Be 18 years of age or older
- Attend training workshop for Literacy Volunteers
- Attend volunteer tutor meetings and sharing get-togethers
- Meet with adult learner/student once or twice per week
- Hold tutoring sessions for sixty to ninety minutes per session
- Call library or student in advance if you are unable to attend session
- Use your creativity in learning
- Apply your knowledge
- Keep log of when you meet and complete monthly tutor forms
- Record preparation time and travel time for library statistics
- Give homework to learner and check it
- Plan the course of study with the learner
- Return books and materials
- Respect the confidentiality of the tutor/learner relationship

### Benefits

- All day literacy training and follow up
- Opportunity to meet a variety of people
- Pleasant working conditions, with use of library materials and staff to assist you
- Satisfaction of seeing results and knowing that you have helped someone learn to read

# Pass the Word – READ!

SANDUSKY LIBRARY ADULT LITERACY PROGRAM

The Sandusky Library's "Pass the Word - Read!" Literacy Program offers an opportunity for volunteer tutors to teach adults to read or to improve their reading skills.

Volunteer tutors meet individually with adult learners for one or two hours each week at the Library. The date and time of each session is arranged between the student and the tutor. Morning, afternoon, evening or weekend sessions can be requested. The Literacy Program is confidential for the adult learner/student. There is no cost to participate.

[Literacy tutors attend a ten-hour training workshop](#) on the "Laubach Way to Reading," a popular reading method used in adult literacy programs nationwide. Tutor training workshops are usually held twice a year. The tutor receives a certificate upon completion of the workshop and is then eligible to begin working with students.

## Volunteer Application

Name \_\_\_\_\_

Address \_\_\_\_\_

City, state, and zip \_\_\_\_\_

Phone \_\_\_\_\_

Previous volunteer (and/or paid employment) experience:

\_\_\_\_\_

Special interests/skills/hobbies:

\_\_\_\_\_

Scheduling: Please indicate times you are generally available to volunteer. Lessons are twice per week, for about sixty to ninety minutes per session.

Mornings     Afternoons     Evenings     Weekends

Are there times of the year when you will be unable to work for extended periods of time (for example, winters in Florida, etc.)? \_\_\_\_\_

List one employer, supervisor, teacher or other person we may contact as a reference.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Please return completed application to the Sandusky Library, 114 W. Adams Street, Sandusky, OH 44870, Attention: Pass the Word—Read!

Thank you for your interest in volunteering at Sandusky Library!

# All Star Readers

SANDUSKY LIBRARY YOUTH LITERACY PROGRAM

## Purpose

To help early readers in first, second and third grades learn to read and write or improve those skills, through a one-on-one relationship with the tutor, emphasizing personal attention.

## Responsibilities of the Volunteer

- Have completed the fifth grade
- Meet with student learner as scheduled for forty-five minutes per session
- Call library in advance if you are unable to attend session
- Use your creativity to make learning a fun experience for the student

## Benefits

- Opportunity to meet a variety of young people
- Pleasant working conditions, with use of library materials and staff to assist you
- Satisfaction of seeing results and knowing that you have helped a student learn to read

## Volunteer Information

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, state, and zip \_\_\_\_\_  
Phone \_\_\_\_\_

Previous volunteer experience or special interests/skills/hobbies:

\_\_\_\_\_

Scheduling: Please indicate times you are generally available to volunteer.

\_\_\_\_\_ Wednesday evenings, 6:30 p.m. - 7:15 p.m. (school year)  
\_\_\_\_\_ Tuesday mornings (summer)      \_\_\_\_\_ Wednesday afternoons (summer)

Are there times of the year when you will be unable to work for extended periods of time (for example, winters in Florida, etc.)? \_\_\_\_\_

List one employer, supervisor, teacher or other person we may contact as a reference.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Please return this form to the Sandusky Library, 114 W. Adams Street, Sandusky, OH 44870,  
Attention: All Star Readers.

Thank you for your interest in volunteering at Sandusky Library!