



## *PROJECT LITERACY*

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*Adult and Family Literacy Service*  
SAN LEANDRO PUBLIC LIBRARY  
300 ESTUDILLO AVE.  
SAN LEANDRO, CA 94577



Dear Friend,

Thank you for your interest in Project Literacy, San Leandro Public Library's adult and family literacy service. Project Literacy provides FREE and CONFIDENTIAL one-on-one tutoring for adults who are looking to improve their reading and writing skills. We provide free training for our volunteers and we ask that all volunteers complete the volunteer orientation and tutor training as well as fingerprinting.

We need volunteer literacy tutors, volunteer storytime outreach readers, and volunteer computer lab literacy tutors. In this document are volunteer job descriptions for each of these opportunities.

You may print out this document and fill out the application of your interest. Please return applications to the Main Library at 300 Estudillo Ave. San Leandro, CA 94577. You can also visit the Main Library to pick up a copy of the volunteer job descriptions and application.

Sincerely,  
Project Literacy

# Project Literacy Volunteer Job Description

## Job Title

- Literacy Tutor

## Time Commitment

- Must be willing to tutor 2 hours per week for a minimum of 6 months
- Attend and participate in tutor trainings and roundtable meet-ups

## Duties

- Plan and schedule tutoring sessions (all sessions held at Main Library)
- Assess an adult learner's ability and needs
- Prepare lessons suitable to learner's skill level, literacy goals and interests
- Meet regularly and punctually with learner
- Track tutoring hours (including tutoring sessions and prep time)
- Keep records of learner's activities and progress
- Stay in touch with Project Literacy
  - Report back to Project Literacy Coordinator after first tutoring session
  - Notify Student/Project Literacy Coordinator if problems arise
  - Notify Project Literacy Coordinator if you need to make changes to your tutoring schedule
  - Turn in Monthly Tutor Reports to Project Literacy Coordinator
  - Must be willing to exchange telephone numbers with Student

## Qualifications

- Must be able to read and write in English
- Strong organizational skills
- Flexible, friendly, patient, and optimistic
- Good communication skills
- Respectful of confidentiality of lessons
- Fingerprinting required

## Training

- Initial training includes a two-hour orientation session. All training sessions are held at the San Leandro Public Library - Main Library. Additional trainings and roundtable meetings are scheduled as needed.
- Project Literacy uses an eclectic approach to tutoring. Training methods include a variety of materials that assist the tutor in preparing individualized lesson plans tailored to meet the unique needs of each adult learner. Phonics, word decoding, comprehension, vocabulary, and fluency are covered in the training. Tutors are encouraged to use the library as a resource for lesson preparation.

## Benefits of Volunteering

- An opportunity to be a part of a team whose purpose is to help adults and families break the cycle of illiteracy.
- Will work with a high profile volunteer organization.
- Cultivate job references, volunteer experience for a resume, and better your community.

*Project Literacy reserves the right to decline the services of any volunteer deemed unable to fulfill the requirements of a tutor in this literacy program.*



# Project Literacy Volunteer Job Description

## Job Title

- Families For Literacy (FFL) Storytime Outreach Reader

## Time Commitment

- At least 2 storytimes monthly for a minimum of 6 months
- Attend an initial training session

## Duties

- Conduct monthly/quarterly children's storytime at a designated local agency in San Leandro that serves low-income and disadvantaged families with children under the age of 5 years
- Plan activities related to the storytime book of the month
- Promote Project Literacy during storytime at designated local agency
- Storytime will consist of...
  - the reading of an appropriate age-level children's book (Coordinator will provide titles)
  - follow-up activities (i.e. arts/crafts, songs, etc...)
  - distribution of free children's books to children in attendance
  - promotion of Project Literacy

## Qualifications

- Likes children!!!
- Comfortable reading aloud to kids
- Experience working with children beneficial
- Prompt and punctual
- Flexible, friendly, patient, and optimistic
- Good communication skills
- Fingerprinting required

## Training

- Initial training includes an orientation session and an overview of best practices for reading aloud to children. All training sessions are held at the San Leandro Public Library - Main Library in the Project Literacy office. Additional trainings and roundtable meetings are scheduled as needed.

## Benefits of Volunteering

- An opportunity to be a part of a team whose purpose is to help adults and families break the cycle of illiteracy.
- Will work with a high profile volunteer organization.
- Cultivate job references, volunteer experience for a resume, and better your community.

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# Project Literacy Volunteer Job Description

## Job Title

- Computer Lab Tutor

## Time Commitment

- 2 hours per week for a minimum of 6 months
- Attend and participate in tutor trainings and roundtable meet-ups

## Duties

- Support Project Literacy's Computer Lab by assisting adult learners with...
  - Typing practice (keyboarding)
  - Microsoft Word and/or other Microsoft Office Suite applications
  - Setting up and using email
  - Performing internet searches
  - Using Project Literacy's computer literacy software
  - Building other basic computer skills
- Track hours (including computer lab sessions and prep time)
- Keep records of learner's activities and progress
- Stay in touch with Project Literacy
  - Report back to Project Literacy Coordinator after first tutoring session
  - Notify Student/Project Literacy Coordinator if problems arise
  - Notify Project Literacy Coordinator if you need to make changes to your tutoring schedule
  - Turn in Monthly Tutor Reports to Project Literacy Coordinator
  - Must be willing to exchange telephone numbers with Student

## Qualifications

- Has completed Project Literacy tutor training
- Strong organizational skills
- Flexible, friendly, patient, and optimistic
- Good communication skills
- Respectful of confidentiality of lessons
- Fingerprinting required

## Training

- Initial training includes a two-hour orientation session. All training sessions are held at the San Leandro Public Library - Main Library. Additional trainings and roundtable meetings are scheduled as needed.
- Project Literacy encourages tutors to take an eclectic approach to tutoring. Project Literacy has a wide variety of literacy materials that assist the tutor in preparing individualized lesson plans tailored to meet the unique needs of each adult learner. Tutors are encouraged to use the library as a resource for lesson preparation.

## Benefits of Volunteering

- An opportunity to be a part of a team whose purpose is to help adults and families break the cycle of illiteracy.
- Will work with a high profile volunteer organization.
- Cultivate job references, volunteer experience for a resume, and better your community.

*Project Literacy reserves the right to decline the services of any volunteer deemed unable to fulfill the requirements of a tutor in this literacy program.*

