**Position Title:**  Adult Literacy GED Tutor

**Organization:** Sacramento Public Library, 828 I Street, Sacramento, CA 95814

**Interest Area:** Education, Mentoring, Training

**Volunteers needed:**  On an as-needed basis to meet the needs of the program.

**Position Overview and Impact:**

The adult literacy GED tutor provides one-to-one tutoring to an adult in need of improving their basic literacy skills in preparation for the GED exam.

**Qualifications:**

* 18 years or older
* High School Diploma, GED or equivalency diploma
* Caring and culturally sensitive attitude
* Flexible and Patient
* Completion of 4-Hour Tutor Training workshop
* Dependable and able to keep a commitment of meeting with an adult learner for a minimum of six months,
* Skills in operating computer, email, and MS products

**Responsibilities:**

* Provide one-to-one tutoring to an adult in basic literacy skills and GED preparation.
* Submit monthly reports on hours tutored, progress, and challenges
* Maintain contact with Adult Literacy staff regarding student needs, concerns, questions, etc.
* Attend bi-monthly tutor meeting

**Training and Support:**

Orientation to Adult Literacy Service and Sacramento Public Library is held as needed in the calendar year. Adult Literacy Tutors meet bi-monthly to learn new material, receive support and have an opportunity to ask questions and answers with fellow tutors.

**Benefits of Volunteering:**

* Develop communication and teaching skills
* Recognition at the annual volunteer appreciation event and report to the Authority Board
* Job-related experience
* Satisfaction in helping an adult achieve their learning goals

**Time Commitment:** 2-4 hours per week for 6 months

**Responsible To:**

* Sacramento Public Library’sAdult Literacy Supervisor
* Stephanie Allen, 916-264-5032, [literacy@saclibrary.org](mailto:literacy@saclibrary.org)