

**Mariposa County Library  
Adult Literacy Program  
Volunteer Job Description**

- Position Title:** Volunteer Tutor
- Job Description:** Provide one-on-one tutoring in reading writing and numeracy for English-speaking adults age 16 or older. Tutoring takes place in the main library and branches of the Mariposa County Library or in a public setting e.g. café, park.
- Time Commitment:** 1 hour/week for a minimum of 6 months, plus lesson planning, training and completion of a one-page monthly tutor report.
- Qualifications:** 18 years of age or older  
High school diploma or GED  
Read and write English at a 12<sup>th</sup> grade level  
Good listening and communication skills  
Ability to connect with others
- Personal Qualities:** Positive, encouraging attitude  
Patience and understanding  
Flexibility  
Perseverance  
Sensitive to social and cultural differences  
Sense of humor  
Enthusiastic  
Love of reading
- Responsibilities:** Prepare lessons and homework assignments  
Submit monthly tutor report no later than the 10<sup>th</sup> of the following month  
Provide status reports as needed  
Meet agreed upon time commitments  
Attend workshops  
Consult with staff as needed
- Support Provided:** Free training and materials  
Mentoring  
Ongoing training and workshops  
Staff consultation and support
- Contact:** Literacy Coordinator  
Mariposa County Library  
4978 10<sup>th</sup> Street  
Mariposa, CA 95338  
209-966-2140