

# Pleasanton Library Adult Literacy/ESL Program

## Volunteer Tutor Position Description

- Position:** Tutor an adult learner in English speaking, listening, reading, writing, grammar, pronunciation, and American culture
- Contact:** Pleasanton Library Literacy Office  
[literacy@cityofpleasantonca.gov](mailto:literacy@cityofpleasantonca.gov) or (925)931-3405
- Responsibilities:** Tutor a learner or small group for a minimum of 90 minutes weekly  
Additional weekly sessions are at your discretion  
Prepare for lessons appropriate to the learner's ability and goals  
Maintain a positive, learner-centered environment  
Attend initial training and tutor enrichment workshops  
Discuss problems/concerns with the Library Literacy staff  
Record volunteer hours and learner achievements online
- Qualifications:** Must be age 18 or older  
Good written and oral English skills. If English is not your native language we ask that you speak with just a light accent for ease in communicating with your student.  
Complete Live Scan fingerprint clearance (at our expense)  
Good interpersonal skills, maturity and discretion  
Caring, non-judgmental attitude, patience and humor!  
Ability to work independently  
Interest in, and respect for cultures not your own  
Willingness to learn and explore along with your student
- Time Required:** 1-2 hours of tutoring per week, plus travel time  
1 hour planning and preparation (estimated)  
6 month commitment
- Training:** Introductory training/orientation – 3 hours  
In-service/ enrichment training
- Benefits:** Help an individual improve his or her literacy skills  
Help new residents understand and participate in our community  
Work as part of a team  
Enhance your resume with ESL teaching skills  
Letter of recommendation available at successful completion of semester