



**PROJECT  
SECOND  
CHANCE**

Adult Literacy Program  
CONTRA COSTA COUNTY LIBRARY  
[ccclib.org/psc](http://ccclib.org/psc)

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Dear Prospective Tutor,

Thank you for your interest in Project Second Chance (PSC), the Adult Basic Literacy program of the Contra Costa County Library. Here are some things we want you to know about our one-on-one tutoring program to help you decide whether this is volunteer work that you want to do AND whether you have enough time for the commitment that we ask of our tutors.

**TUTOR QUALIFICATIONS**

PSC tutors are 21 years of age or older. No degrees or diplomas are necessary and there are no tests required for tutors. To be successful, tutors must be comfortable with their own reading and writing skills. Good tutors are empathetic, patient, able to give clear directions, and willing to learn new skills themselves. The full 14-hour training is required to be eligible for assignment.

**TUTOR COMMITMENT**

- Meet your student at a public location.
- Tutor twice a week for an hour and half each lesson, and dedicate time for preparing lessons and for traveling to and from the tutoring site (approximate total of 4 to 5 hours a week).
- Make at least a one-year commitment to the program.

**STUDENT INFORMATION**

- Students must be over 16 years of age and out of school. Most are between 35 and 55 years of age.
- They come from a variety of economic levels.
- About 50% have a high school diploma.
- Most can read and write, but not well enough to achieve the level of success they would like in their work, school, home and community activities.
- For about 50%, English is not their native language. They must, however, understand and speak English well enough to work with an English-speaking tutor.
- An estimated 45% have been diagnosed with, or are suspected of having, dyslexia or another learning disability. These students are assigned to tutors who have completed extra, optional training in methods designed for this population.
- Students must attend regularly and notify tutors if lessons need to be canceled.
- The students set their own goals. They often include:
 

Reading to a child	Passing a promotion test at work
Reading job training materials	Getting/keeping a job/better job
Writing checks	Writing phone messages at home or at work
Writing letters to family & friends	Getting pre-GED skills
Writing business letters	Reading a menu or the newspaper

## TUTOR TRAINING

Training is designed for people with no teaching experience, but also helps experienced teachers understand the differences between this specific kind of tutoring and other teaching that they have done in the past. Training is offered 3 times a year, with each series consisting of one weekday evening and the following two Saturdays. (Please see the end of this document for training dates/times.) All tutor trainings are held at the PSC office in Pleasant Hill. Tutoring materials are provided free to tutors and students. Although it is not required, a donation of \$15 to offset the costs of training supplies and refreshments is appreciated.

## MATCHING TUTORS AND STUDENTS

Every effort is made to assign tutors in a timely manner; however, we must consider many factors when making a match: time, location, students' needs and tutors' strengths. Generally, the more flexible you can be, the easier it will be for us to pair you with a suitable student. Both tutor and student have the right to decline a match.

## GETTING STARTED

After you've read this information, if you decide that you would like to register for an upcoming training, please contact us.

### **By Email**

To register, email your name, street address, phone number and a few sentences about why you are interested in volunteering as an adult literacy tutor to [psc@ccclib.org](mailto:psc@ccclib.org) **ON or AFTER** the email registration date listed below. Early registrations will not be accepted.

Please type **Tutor Training** in the subject line. If the subject line is not clear, we may delete your message without reading it.

You will receive a confirmation letter by U.S. mail with a map to the training site and a form that all library volunteers must complete and have filed in our office.

If you would like to be notified when email registration for a future training begins, be sure we have your current email address so we can notify you.

### **By U.S. Mail**

Send a self-addressed, stamped envelope (SASE) to:

PROJECT SECOND CHANCE  
1750 Oak Park Boulevard  
Pleasant Hill, CA 94523

Please include your name, street address, phone number and a few sentences about why you are interested in volunteering as an adult literacy tutor. Prior to the next training, we will mail you a confirmation letter with the dates, times and location of the training.

If you decide not to tutor, but want to support the work that we do, please tell your friends, family, and co-workers about the services that we offer. You probably know people who might like to volunteer and people who might need our help. Please encourage them to call us.

Want more information? Please visit our website at [ccclib.org/psc](http://ccclib.org/psc) and watch a one-minute video about our students, read our latest newsletter or learn about the special events we offer.

## **2010 Training\***

January 20 - 6:30 – 8:30 pm

January 23 & 30 - 9 a.m.- 3 p.m.

**(email registration begins December 9, 2009 and ends January 15, 2010)**

April 21 - 6:30 – 8:30 pm

April 24 & May 1 - 9 a.m.- 3 p.m.

**(email registration begins March 10, 2010 and ends April 16, 2010)**

September 22 - 6:30 – 8:30 pm

September 25 & October 2 - 9 a.m.- 3 p.m.

**(email registration begins August 11, 2010 and ends September 17, 2010)**

**To become a literacy tutor, you must attend  
all three sessions of the training series you select.**

\*Please note that space is limited in our training classes,  
and they may fill up prior to the end of the registration period.

If you have questions, call PSC in Pleasant Hill (925) 927-3250, or  
Antioch (925) 754-8317.

*Thank You!*