

Contra Costa County Library
Volunteer Adult Literacy Tutor Role Description, Project Second Chance

Position Overview and Impact:

One in five Contra Costa County residents struggle with everyday literacy tasks. Through Contra Costa County Library's Project Second Chance adult literacy program, adults attend free, confidential, one-on-one tutoring with volunteer adult literacy tutors.

Since its founding in 1984, Project Second Chance (PSC) has helped thousands of adults aged 16 and older reach literacy goals such as reading to a child, getting a better job, gaining U.S. citizenship, or going back to school. Volunteers are critical to these outcomes. PSC is funded by California Library Literacy Services and Contra Costa County.

Key Responsibilities:

1. Facilitate literacy skill improvement in a one-on-one setting in a public space such as a library or virtually
2. Use a variety of learning materials to support adult learner literacy goals
3. Attend 10 to 12 hours of in-person and virtual training before being matched with an adult learner
4. Complete online monthly reports on Project Second Chance's database

Qualifications:

1. Empathy and patience while guiding a learner who is building confidence in English literacy skills
2. Deep respect for learners from many different cultural, generational, and socio-economic backgrounds
3. A willingness to learn and practice learner-centered sessions with the learner's goals in mind.
4. If interested in tutoring virtually, knowledge of Zoom and other virtual meeting platforms
5. Be at least 21 years of age and comfortable with reading and writing skills in English

Time Commitment:

Volunteer adult literacy tutors meet with learners twice a week for 1.5 hours each session. It's estimated that tutors spend approximately 20 hours a month in this role, including time preparing for sessions. PSC asks for a one-year commitment and accommodates the need for volunteers to take time off for travel and other personal commitments.

Benefits:

Flexible schedule: Meet learners during hours and at public locations convenient to you or virtually.

Having a positive impact: Helping one adult learner with literacy goals creates a ripple effect of positivity in your community.

Continuous support: You will have the support of a dedicated literacy specialist throughout your volunteer role to help with materials, goal setting and everything else that goes into fostering a successful peer tutoring relationship.

Continuous learning: You will learn new things about literacy and you will also learn from the neighbor you are helping.

Staff Volunteer Contact:

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