

City of San José  
Volunteer San José

**VOLUNTEER JOB DESCRIPTION**

**Job Title:** Adult Literacy Tutor  
Partners in Reading, San José Public Library

**Location/Address/Phone #/Contact:**

San José Public Library  
150 E. San Fernando St. San José, CA 95112  
(408) 808-2361 or email [par.sjpl@sjlibrary.org](mailto:par.sjpl@sjlibrary.org)

**Days/Time and Hours/Time Duration:**

Tutor Orientation and training are 14 hours at the Dr. Martin Luther King, Jr. Library. Please call for the training schedule. Tutor times are flexible. We ask for two 1½ hour tutoring sessions each week for at least 6 months.

**Job Description:**

Trained volunteer tutors meet weekly with an adult literacy learner who reads or writes below the high school level or with ESL learners. Small group tutoring is also encouraged.

**Duties and Responsibilities:**

Plan lessons, meet twice weekly with an adult or a group of adults, and report hours, progress, and concerns.

**Qualifications:**

Speak English well, read and write English at the 12th grade level or above have a high school diploma or GED

**Minimum Age Requirement: 18**

**Other Requirements:** Must be able to attend the orientation and both tutor training sessions

**Comments/Other:** Patience, flexibility, cultural sensitivity, enthusiasm and a sense of humor are key to a good tutoring match. Staff provides follow-up support as needed. More experienced volunteer tutors are also available for assistance. All services are free.

Please visit Partners in Reading at <http://www.sjpl.org/read> for more information.