

National City Public Library
GED Tutor Volunteer Opportunity
(Language Arts Focus)

The Adult Literacy Program at the National City Library is seeking bright, motivated GED Tutors to help adults prepare for the GED (high school equivalency test). Free, confidential instruction is provided to community members who are over 16 years of age, out of school and conversant in English. GED Tutors provide tutoring in a one-to-one or small-group setting.

Requirements:

- Must be 18 years of age or older.
- Must pass a background check through the City of National City.

Desired Qualifications:

- Excellent writing and critical thinking skills
- Ability to use correct English grammar
- Dependable and prompt
- Able to interact positively with a diverse population
- Patient, flexible, and friendly

Highly Desirable Skills: Prior teaching or tutoring experience.

Time Commitment: 2-3 hours per week for a period of at least six months. Must be able to volunteer 1-2 days a week during open hours of the Literacy Office (Monday-Thursday).

Responsibilities:

Encourage and support the adult learner by:

- Helping the learner develop confidence and a positive attitude about learning
- Meeting regularly and on time
- Involving the learner in decisions related to the learning process and goals
- Selecting materials and learning approaches appropriate to the learner's abilities and needs
- Being prepared with a lesson designed to meet the needs and interests of your learner
- Reviewing all homework completed independently by your learner each week
- Keeping accurate and up-to-date records of your learner's progress
- Notifying the program staff of any change in tutoring status, schedules or locations, as well as any change in address or phone numbers

Required Training:

- Video tutor-training program; Library tour and orientation

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