Volunteer Position: English Language and Adult Literacy Tutor

Reports to: Public Services Supervisor and, if applicable, Broomfield Library Staff

Position Description: The volunteer will help non-native English speakers build their English skills and strengthen their conversational confidence by tutoring participants in a one-on-one setting on a variety of subjects pertinent to daily living.

Duties and Responsibilities:
1. Ability to interact pleasantly with patrons. The volunteer must possess a strong command of the English language, plus good planning and organizational skills, and be able to work independently.
2. Work in public library area with non-native English speakers or adults with literacy issues for ongoing sessions.
3. Complete necessary paperwork and training.
4. Must be able to update information and regularly input hours into your VolunteerHub profile and other reporting documents as necessary.
5. Represent City and County of Broomfield in a professional manner in keeping with Broomfield policies.
6. Must pass a background check.

Qualifications: No experience is necessary. Volunteer must exhibit a strong command of the English language. Must be at least 18 years old and capable of using a computer. Ability to work with minimal guidance. Must have a patient and understanding demeanor. Must have your own means of transportation and telephone. Be willing and able to follow library policies.

Training Provided: New volunteers will receive basic training on expectations from both the student and tutor perspective, English language tutoring and a review of supporting materials available to them and their students for their tutoring sessions.

Benefits for the Volunteer: Incredible self-growth through interacting with individuals from different cultures from around the world. A sense of internal gratification as they witness the progress their students make on their journey to become a productive and meaningful member of America’s society and the Broomfield community. Excellent opportunity to help improve the quality of life in Broomfield and promote acceptance of a diverse people while fulfilling civic responsibility. Being a part of an organization and program geared toward the greater good.

How to Apply: Send inquiry email to Michelle Brandstetter at mbrandstetter@broomfield.org or Renato Porras at rporras@broomfield.org for next steps.