



## PURPOSE

Our adult learners need your help. As an Adult Drop-In Tutor you will provide valuable support to adults and older teens looking to improve basic literacy and life skills including reading comprehension, writing abilities, and basic math. You will work one-on-one with individuals to help determine and set self-identified goals and to provide educational coaching to achieve these goals. Our adult learners come from diverse backgrounds and all walks of life. Many of them need your help with writing essays, completing forms, completing school assignments, preparing for high school equivalency exams, and more.

## RESPONSIBILITIES and EXPECTATIONS

- Assist all patrons seeking support in a friendly, patient, respectful, and open-minded manner.
- Work one-on-one with adult learners and older teens in the following ways:
  - Provide immediate assistance completing short term tasks including writing essays, completing forms, and homework assignments.
  - Provide long term one-on-one coaching to individuals preparing for high school equivalency exams, college entrance exams, improving reading comprehension and writing abilities, and basic math.
  - Work with individuals in setting and achieving self-determined goals and objectives.
- Be respectful of student goals and needs.
- Keep all student information confidential.
- Arrive promptly for all scheduled sessions.
- Notify assigned branch 24 hours in advance if you are unable to fulfill your scheduled session. Exceptions made for illnesses and emergencies.
- Adhere to policies and procedures outlined in the Milwaukee Public Library Volunteer Handbook.

## QUALIFICATIONS

- Minimum 18 years of age
- High School credential
- Passionate about helping others and enthusiasm for working with people from diverse backgrounds, cultures, and abilities
- Basic knowledge of reading, writing, and math
- Good communication, active listening, and organizational skills
- Ability to pass a criminal background check
- *Preferred:* Bilingual Skills or English Language teaching experience

## LOCATIONS and HOURS

- *Locations:* Atkinson, Capitol, Center Street, Central Library, Mitchell Street, Tippecanoe, and Washington Park
- *Commitment:* Minimum of 2 hours per week for at least six months
- *Flexible Schedule:* Set your own hours based on your own personal availability

## TRAINING and SUPPORT

- At-home training video (2-3 hours)
- In-person orientation and training at the Central Library (approximately 1 hour)
- Staff support available at assigned location for ongoing training and assistance as needed

## CONTACT

To learn more, please contact the Tutor Coordinator at [LibraryTutors@milwaukee.gov](mailto:LibraryTutors@milwaukee.gov)