

**Adult Tutor Volunteer**  
**Milwaukee Public Library**  
**Updated 3.7.2017**

**Objectives:**

- To help adult and independent teen students determine and achieve self-identified goals and to provide educational support and/or life skills coaching toward meeting those goals
- To make appropriate referrals to area service providers

**Context:** Learners seeking tutoring come from diverse backgrounds. Many need immediate assistance with completing a form, writing an essay, completing an assignment, etc. Others want longer-term help to prepare for high school equivalency exams or to improve their reading, writing, or math skills.

**Library Tutoring Program:** Drop-in tutoring can occur in the public area of any Milwaukee Public Library location during open hours. See [www.mpl.org](http://www.mpl.org) (under Resources, Tutoring) for more information and current sites.

**Commitment (non-paid):**

- 2 hours per week or more
- 6 months or more
- 1.5 – 2 hours of initial training (online video with exercises) and 0.5 of orientation (in-person meeting)

**Qualifications:**

- 18 years of age or older
- High school credential
- 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

**Attributes:**

- Student-centered, strength-based philosophy
- Respectful of student goals and needs, and ability to maintain confidentiality
- Approachable, patient, positive, flexible, helpful, dependable
- Ability to work with diverse individuals of any age and ability
- Ability to build relationships and engender trust
- Willingness to refer elsewhere when help needed exceeds knowledge base and/or comfort level, or is beyond tutor's ability (i.e. math, science, helping someone with learning disabilities or mental health issues)

**Expectations:**

- Arrive promptly as scheduled
- Notify library as soon as possible if unable to report for scheduled sessions
- Navigate library with help from librarians and seek assistance as needed
- Communicate with Branch Manager or Librarian in Charge regarding questions and problems
- Maintain accurate volunteer records (hours, number of students, areas addressed)
- Provide two weeks' notice of resignation

**Training & Resources:**

- 1.5 – 2 hours of initial training (online video with exercises) and 0.5 of orientation (in-person meeting)
- Tutor training books for check-out, a handbook of resources on site, Literacy Tutoring Kits, and online resources here: [www.mpl.org/services/tutoring](http://www.mpl.org/services/tutoring)
- Training on library resources (print and online) by library staff

**Contact:** *Eric Johnson*, Librarian III, Tutor Coordinator, Central Library, [EJohns@milwaukee.gov](mailto:EJohns@milwaukee.gov)