



OVERVIEW and IMPACT

Did you know that 1 in 4 adults in Milwaukee read at or below a 4th grade reading level? Undereducated adults experience high levels of unemployment and low wages, setting them way back. Here's where you can play a vital role. The Milwaukee Public Library Adult Tutoring Program provides one-on-one literacy help for adult patrons looking to improve their basic reading, writing, and life skills. By donating your time and talents as an Adult Tutor, you can help adults on a variety of projects from reading books and writing cover letters to studying for the GED and college entrance exams. Provided as a drop-in service, there are no appointments made and tutors work with any and all students seeking help. No past teaching experience is required. We'll provide you with all the training and resources you need to help adults in our community get ahead.

RESPONSIBILITIES and EXPECTATIONS

- 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 each student in identifying and setting self determined goals.
- Be able to adapt to the different needs and learning styles of each individual student.
- Assist all students seeking support in a friendly, patient, and open-minded manner.
- Keep all student information confidential.
- Arrive promptly for all scheduled tutoring 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 the City of Milwaukee.
- Respectful of individuals 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.

COMMITMENT

- *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.

QUESTIONS?

To learn more, please contact the Tutor Coordinator at LibraryTutors@milwaukee.gov