

## **Skokie Public Library**

### **Community Engagement Department**

**Position:** English as a Second Language (ESL) Volunteer Tutor

**Major Objective:**

To assist Skokie Public Library patrons improve their English conversation skills.

**Duties and Responsibilities:**

Tutors will work one-on-one with individuals to acquire better English language skills.

Tutors will use appropriate materials to meet the student's listening, speaking and communication needs.

**Qualifications and Requirements:**

- Strong desire to help adults become more comfortable with speaking English
- Sensitivity to cultural differences
- Patience, understanding, flexibility, and positive attitude
- Outgoing personality, ability to meet challenge with enthusiasm
- Fluency in English

**Supervision:**

Community Engagement Librarian is responsible for oversight of the volunteer tutor.

**Orientation and Training:**

Library-wide-general orientation for volunteers

**Work Schedule:**

Very Flexible. Day and time to be determined by the libraries need and the volunteer's availability.