

Skokie Public Library

Community Engagement Department

Position: English Language Learners (ELL) 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.