

Wollongong City Libraries

Adult Literacy Tutoring Volunteer overview

Thank you for your interest in this volunteer role. Please read this information carefully as it details the time commitment for training, course requirement, skills and other information that will help you decide if this is a role for you.

Background

The Australian Bureau of Statistics (2013) Programme for the International Assessment of Adult Competencies survey found that 44% of the adult population can find everyday reading and writing challenging. The Reading Writing Hotline's research shows that there are many communities in Australia where there are simply no appropriate courses for adults who wish to improve their literacy skills, or there are none at an appropriate time.

Reading Writing Hotline's Adult Literacy Volunteer Program

Reading Writing Hotline has developed the *Adult Literacy Tutoring* course to be delivered by community organisations and libraries. This is a non-accredited training course to assist the learner to improve their literacy, numeracy, speaking and listening skills.

Wollongong City Libraries will conduct this facilitated, interactive, group training for volunteer tutors. We will also provide resources and spaces in our libraries for the students and tutors to undertake the program.

Tutors need to complete ten hours of training, which is delivered over four sessions and comprised of a collection of PowerPoint presentations, notes and videos.

Session 1 - Introduction to the program, Who are our students?, The adult learner

Session 2 - How do we read?, The beginning & Intermediate reader, Writing & Spelling

Session 3 - Everyday numeracy, Digital literacy

Session 4 - Planning for success, What happens now?

The Student

The scope of adult learners' needs in the program will vary based on the individual's need and goals, but may include:

- **Workplace literacy** to increase the learner's chances of remaining in or advancing in their job
- **Social and family literacy support** to improve the learner's participation in these areas of their lives
- **Community access requirements** to enable the learner to engage effectively within the community
- **Pre-training/employment requirements** assistance to provide the learner with the necessary literacy / numeracy skills required to enrol in a training course or apply for a job.

The Volunteer Tutor

Formal qualifications are *not* required to be a successful Adult Literacy Volunteer Tutor. It is much more important that you are understanding, patient, flexible, a great listener, have a sense of humour, as well as having good English literacy and digital skills.

Adult Literacy Volunteers will be required to:

- Undertake the Reading Writing Hotline course run by Wollongong City Libraries. (Additional or top-up training may be required from time to time.)
- Meet with your student for approximately 1.5 hours a week in the library to work on literacy and/or numeracy tasks related to their learning goals
- Facilitate learning in an equal relationship (not as social worker, counsellor, social trainer or carer)
- Adequately prepare weekly lessons
- Assist the learner to complete a *Student Progress* update, or other means of monitoring and recording progress
- Undertake a Police Check and NSW Working with Children Check
- Undertake Wollongong City Libraires volunteer inductions and training.

Tutors are asked to agree to an initial commitment to the program of 12 months. *Whilst none of us can make absolute commitments and there may be mitigating circumstances, it is important to understand how fragile some of our learners are, and how important the relationship between tutor and learner is.* It is hoped that tutors will stay with the program for *more than* 12 months after being matched with a student.

Most Adult Literacy tutors will arrange tasks for their learners if they go away for a period of time. If you need to go away for a lengthy period, please speak with Wollongong City Libraries Community Connections and Learning staff so that we can arrange temporary cover, if necessary.

Tutors have access to a wide variety of Wollongong City Libraries literacy resources and materials relevant to the learner's needs, these can include recipes, timetables, magazines, newspapers and the junior non-fiction section of the library.

If you would like to apply to be an Adult Literacy Volunteer Tutor, please email us at libraryenquiries@wollongong.nsw.gov.au.