

# Adult Literacy Program

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## Volunteer Profile

### **Accessibility Statement:**

If you identify as a person with a disability or a person who is Deaf, and require this document in an accessible format, please contact [adultliteracy@tpl.ca](mailto:adultliteracy@tpl.ca) or use the online form at [tpl.ca/accessibility](http://tpl.ca/accessibility) to make a request.

### **Summary**

The Adult Literacy Program matches learners with volunteers who tutor them in basic reading, writing, and math. The learners are English-speaking adults and young adults 19 years of age and older (exceptions may apply). Once accepted, volunteers will get training on how to be a tutor and will be shown learning resources to help learners. Library staff will pair the volunteer with a learner and provide a learner package based on the learner's goals, skills, and areas needing work. Tutors will use this package when planning lessons and giving tutoring sessions.

### **Locations**

The Adult Literacy Program is available at 10 library locations:

- Albion
- Fairview
- S. Walter Stewart
- Barbara Frum
- Malvern
- York Woods
- Don Mills
- Maria A. Shchuka
- Downsview
- North York Central

Please visit [tpl.ca/support-us/volunteering/adult-literacy/](http://tpl.ca/support-us/volunteering/adult-literacy/) for more details, including office hours.

### **Responsibilities**

Volunteer tutors will complete all training sessions. Training includes the program philosophy, tutor responsibilities, program procedures, library resources and methods, and techniques for tutoring learners. Tutors are responsible for planning, conducting, and reviewing lessons. They are responsible for maintaining written weekly reports on the learner's progress as well as methods and materials used. Staff expect tutors to participate in an ongoing evaluation process to determine if the program is meeting the learner's needs.

## Volunteer Qualifications

- 19 years of age or older
- Agree to a six-month commitment
- Be fluent in written and spoken English
- Show demonstrated ability to communicate effectively
- Have ability to work well with others

## Orientation and Training

- Complete Tutor Training
- Complete mandatory AODA training (Accessibility for Ontarians with Disabilities Act)

## Time and Place

- In-person meetings for a minimum of two hours once a week
- Meetings take place in an Adult Literacy Office located in one of the 10 library locations listed above
- Meetings take place at a designated time during program office hours under the supervision of library staff
- Please visit [tpl.ca/support-us/volunteering/adult-literacy/](http://tpl.ca/support-us/volunteering/adult-literacy/) for more details, including office hours.

## Commitment

Minimum 6-month commitment

## Onsite Supervision

Library staff members provide assistance and on-site supervision.

## Privileges

- Receive confirmation of volunteer hours, upon request, in accordance with TPL's recognition practices