



**LITERACY AND/OR ENGLISH AS A SECOND LANGUAGE (ESL) VOLUNTEER INFORMATION**

FIRST FILL OUT THE GENERAL GCL VOLUNTEER APPLICATION WITH DANA ELLIS, DIRECTOR OF VOLUNTEERS 941-4654

THEN FILL OUT THIS LIT/ESL FORM AND ASK TO TALK TO THE LIT/ESL COORDINATOR, LOIS STRAUSS 941-3044

Requirements to be a volunteer tutor with LITERACY and/or ESL, updated 8/2012

- Able to speak, read, and write English
- Willing to develop ESL teaching skills, attend training as necessary
- Plan to devote at least one hour a week to tutoring a student, and expect about an hour of preparation for it.
- Plan to be available to tutor for at least 6 months
- Plan to notify your student and/or the coordinator if unable to come to a class
- Plan to provide progress reports and consult with coordinator on a monthly basis

We do NOT require any previous teaching experience or advanced degree. We DO require a commitment to your tutoring and an interest in cross-cultural learning. In some cases, if you have relevant training or experience, it is possible to be placed with a student without additional training. Because every student has different needs and abilities, you may be designing lessons with our help, and solving problems independently, so, having initiative, flexibility, and creativity is very important. The most important requirement is the desire to give.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Alternate phone \_\_\_\_\_

Email \_\_\_\_\_ Country of birth, native language \_\_\_\_\_

Emergency Contact person's Name, Relationship and Phone #

\_\_\_\_\_

Why do you want to be a tutor?

\_\_\_\_\_

Please list your prior Education, Experience, Languages known, and Special Interests that would be useful for us to know about when we place you with a student.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please check the volunteer opportunities that would interest you:

**\*\*You do not need to know another language to teach ESL. ESL teachers use English to teach English.**

\_\_\_\_\_ English as a Second Language (ESL) Beginner – basic survival language skills

\_\_\_\_\_ ESL Intermediate – grammar, vocabulary, reading, writing, listening, speaking

\_\_\_\_\_ ESL Conversation for fluency, with some correction of grammar and pronunciation

\_\_\_\_\_ Beginning Literacy with native Spanish speakers – letters, phonics, beginning reading

\_\_\_\_\_ Beginning Literacy with native English speakers - letters, phonics, beginning reading

\_\_\_\_\_ Grade school levels - Reading, comprehension, writing, grammar

\_\_\_\_\_ Practice reading out loud, comprehension, talking and writing about things you read together

\_\_\_\_\_ Help advertise the program by posting flyers and handouts, etc. in the community

\_\_\_\_\_ Speak about the program at community events

\_\_\_\_\_ Train other volunteers

Would you like to teach one-on-one with an individual, or a class? \_\_\_\_\_

For one-on-one, would you prefer to tutor a man or a woman or does it matter? \_\_\_\_\_

If you teach a class, how many people would you like in a class? Normally classes vary from 2-10 people.

\_\_\_\_\_

How often do you want to tutor? Tutors generally meet with students one or two times a week for 60 or 90 minute sessions. (Remember it takes time to prepare lessons in addition to teaching)

\_\_\_\_\_

What day(s) of the week and what time(s) would be best for you?

\_\_\_\_\_

How did you hear about the Greenwood County Library ESL/Literacy volunteer program?

---

**Please return completed information form, and ask for an interview.**

Lois Strauss, Literacy and ESL Coordinator, Greenwood County Library, 600 South Main St., Greenwood, SC 29646

If I am not available when you come with the information form, please give it to a library staff member, and call me later at 941-3044, or email me at [lstrauss@greenwoodcountylibrary.org](mailto:lstrauss@greenwoodcountylibrary.org) to arrange an interview.