



Jersey City Free Public Library Adult Literacy Program

472 Jersey Avenue • Jersey City, NJ 07302
Office 201.547.4518 • Fax 201.435.5746

literacy@jclibrary.org

<https://www.jclibrary.org/library-resources/literacy-program>



New Tutor Registration Process

1. Complete the [PRE-REGISTRATION FORM](#) or [Tutor Form](#) to begin the registration process.
2. EMAIL literacy@jclibrary.org with your [Skype Name](#), your updated resume, your expressed interest in our program, and your choice of classes that you are willing and able to teach. We will do our best to match you to a class that fits your abilities, experience, and interests.
3. After we have reviewed your completed pre-registration form online and your email with an updated resume, our Unit Head will contact you with further instructions. Be prepared to receive online training from staff, fill-out additional forms (a full Tutor Registration Form), and download additional apps.



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4. If you do not have any experience in teaching or tutoring, you will be required to complete [an online training course](#) (\$25.00) from [Intakes to Outcomes](#). When you have completed the training, you will need to send us a certificate of course completion. Again, this [Tutor Training](#) is for people without any experience whatsoever in teaching or tutoring.

5. After you officially become a volunteer tutor, we will notify you of your class schedule before the semester begins. You will be required to check [Skype](#) for program information and update a reporting form on [Google Drive](#) weekly which **records attendance** and **goals met** by students in your class.

Please note: For special events with large numbers of people, you will need access to Zoom. Please contact us on Skype or literacy@jclibrary.org if you have any further questions between 9:00 am and 4:30 pm Mondays through Saturdays.

