

Pass the Word – READ!

SANDUSKY LIBRARY ADULT LITERACY PROGRAM

The Sandusky Library's "Pass the Word - Read!" Literacy Program offers an opportunity for volunteer tutors to teach adults to read or to improve their reading skills.

Volunteer tutors meet individually with adult learners for one or two hours each week at the Library. The date and time of each session is arranged between the student and the tutor. Morning, afternoon, evening or weekend sessions can be requested. The Literacy Program is confidential for the adult learner/student. There is no cost to participate.

Literacy tutors attend a ten-hour training workshop on the "Laubach Way to Reading," a popular reading method used in adult literacy programs nationwide. Tutor training workshops are usually held twice a year. The tutor receives a certificate upon completion of the workshop and is then eligible to begin working with students.

Volunteer Application

Name _____

Address _____

City, state, and zip _____

Phone _____

Email _____

Previous volunteer (and/or paid employment) experience:

Special interests/skills/hobbies:

Scheduling: Please indicate times you are generally available to volunteer. Lessons are twice per week, for about sixty to ninety minutes per session.

___ Mornings ___ Afternoons ___ Evenings ___ Weekends

Are there times of the year when you will be unable to work for extended periods of time (for example, winters in Florida, etc.) ? _____

List one employer, supervisor, teacher or other person we may contact as a reference.

Name _____ Phone _____

Please return completed application to the Sandusky Library, 114 W. Adams Street, Sandusky, OH 44870, Attention: Pass the Word – Read!

Thank you for your interest in volunteering at Sandusky Library!

All Star Readers

SANDUSKY LIBRARY YOUTH LITERACY PROGRAM

Purpose

To help early readers in first, second and third grades learn to read and write or improve those skills, through a one-on-one relationship with the tutor, emphasizing personal attention.

Responsibilities of the Volunteer

Have completed the fifth grade

Meet with student learner as scheduled for forty-five minutes per session

Call library in advance if you are unable to attend session

Use your creativity to make learning a fun experience for the student

Benefits

Opportunity to meet a variety of young people

Pleasant working conditions, with use of library materials and staff to assist you

Satisfaction of seeing results and knowing that you have helped a student learn to read

Volunteer Information

Name _____

Address _____

City, state, and zip _____

Phone _____

Email _____

Previous volunteer experience or special interests/skills/hobbies:

Scheduling: Please indicate times you are generally available to volunteer.

_____ Wednesday evenings, 6:30 p.m.- 7:15 p.m. (school year)

_____ Tuesday mornings (summer) _____ Wednesday afternoons (summer)

Are there times of the year when you will be unable to work for extended periods of time (for example, winters in Florida, etc.)? _____

List one employer, supervisor, teacher or other person we may contact as a reference.

Name _____ Phone _____

Please return this form to the Sandusky Library, 114 W. Adams Street, Sandusky, OH 44870,
Attention: All Star Readers.

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SANDUSKY LIBRARY ADULT LITERACY PROGRAM

Literacy Volunteer Job Description

Purpose

To help an individual sixteen years of age or older to learn to read and write or improve those skills and widen his/her horizons through a one-on-one relationship, emphasizing personal attention.

Qualifications

Tutors should be interested in helping others, and be able to relate to them, be flexible in meeting their needs, respectful of their privacy. A sense of humor is helpful. Tutors should be positive, courteous, thoughtful, patient, understanding and friendly

Responsibilities of the Volunteer

Be 18 years of age or older

Attend training workshop for Literacy Volunteers

Attend volunteer tutor meetings and sharing get-togethers

Meet with adult learner/student once or twice per week

Hold tutoring sessions for sixty to ninety minutes per session

Call library or student in advance if you are unable to attend session

Use your creativity in learning

Apply your knowledge

Keep log of when you meet and complete monthly tutor forms

Record preparation time and travel time for library statistics

Give homework to learner and check it

Plan the course of study with the learner

Return books and materials

Respect the confidentiality of the tutor/learner relationship

Benefits

All day literacy training and follow up

Opportunity to meet a variety of people

Pleasant working conditions, with use of library materials and staff to assist you

Satisfaction of seeing results and knowing that you have helped someone learn to read