

Community Literacy Volunteer Opportunities

Instructional

- Tutor: Takes tutor training and signs up to work weekly with students
- Substitute Tutor: Serves as a substitute tutor by filling in when necessary.
- Family Literacy Organizer: Takes books to family literacy sites for distribution and reads with children
- Tutor Coordinator: Leads training workshops for prospective volunteer tutors, as well as helps to update and revise tutor workshop materials.
- Incoming Student Assessor: Be trained for and conduct assessment/ placement tests for incoming students.
- New Tutor Mentor: Provides guidance for incoming tutors.
- Special Session Presenter: Teaches individual monthly sessions on workplace, health, financial and technology related topics

Administrative

- Office Aid: Assists with office functions, such as assembling materials for workshops, updating class information, coordinating mailings, and maintaining website.
- Telephone Tracking Assistant: Makes follow up calls to students who have not been attending.
- Committee Member: Serves on professional development, fund development or marketing committee

Advocacy and Marketing

- Student Event Aid: Helps organize and assist with various student events and programs designed to improve reading, writing and conversation skills.
- Special Events Aid: Organizes Volunteer/Learners appreciations, lunches, site visits
- Traveling Booth Supporter: Sets up booths and share information at volunteer fairs, community functions and public events.
- Newsletter Aid: Assists by writing/gathering articles, taking pictures, or updating the events calendar.
- Literacy Spokesperson: Speak quarterly at civic organization lunches and other venues
- Advocate: Work with corporate lobbyists to include literacy in legislative agenda

Fund Development

- Funding Supporter: Establish monthly breakfast sessions for corporate and private funders
- Grant Writer: Assists with writing and editing proposals

Business

- Literacy Liaison: Acts as link in corporation or civic group for literacy, sharing information, quotes, statistics and issues
- Literacy Liaison Coordinator: Meets with liaisons every quarter to thank, inspire and energize

**Training and job descriptions provided for each volunteer opportunity*