



Mission: Literacy Network teaches reading, writing and speaking skills to Dane County adults and families so they can achieve financial independence, good health and greater involvement in community life. All of our programs are free.

Individual Volunteer Opportunities

updated 2/20/2012

**ONLY THOSE POSITIONS WITH THE WORD "BILINGUAL" IN THE TITLE REQUIRE FLUENCY IN SPANISH.
All other volunteer positions are open to everyone who speaks English, regardless of foreign language skills.**

Personal Tutor - English as a Second Language (ESL)

Can you dedicate a few hours every week to helping an adult learning to read and speak English? We will train you to help them reach their dreams of communicating with their child's teacher, understanding directions from a doctor, or improving basic skills to earn a GED or get a better job. Successful tutors give their learners more than improved English skills -they offer the chance for them to gain confidence and improve their connection to the world around them! No teaching experience is needed - training and support are provided.



Meeting times and locations are flexible; matches are made primarily on coordinating schedules and the ability to meet in the same general geographic area, which can be anywhere in Dane County. (Almost all of our ESL learners live on the west and south sides of Madison, so you should be prepared to travel to those areas.)

Requirements: This is a 6 month minimum commitment, 3 hours every week. You do NOT need to speak a foreign language. You must speak, read and write English proficiently, as well as be reliable, responsible, mature, friendly, and patient. Your responsibilities will consist of:

- Creating lesson plans for your learner (and we'll teach you how to do that!)
- Meeting with your learner at least 2 hours per week for the next six months
- Submitting a Tutor Feedback Form every month so we can track your hours and progress.

Once you have submitted an application and have been accepted into our program, you will be required to attend Tutor Orientation/Training (all 4 sessions):

1. Thursday, March 8, 5:30-6:30pm: ESL Tutor Orientation
2. Tuesday, March 13, 5:45-8:45pm: ESL Tutor Training part 1
3. Thursday, March 15, 5:45-8:45pm: ESL Tutor Training part 2
4. Saturday, March 17, 9:00AM-1:00pm: ESL Tutor Training part 3



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Personal Adult Basic Education (ABE) Tutor

Do you have experience working with adults who have cognitive disabilities? Can you dedicate a few hours every week to helping an adult learning to read and write? We will train you to help them reach their dreams of reading to their grandchildren, reading bus stop signs, reading a newspaper, reading directions from a medical provider, or improving basic skills to earn a GED or get a better job. Successful Adult Basic Education (ABE) tutors give their learners more than improved literacy skills -they offer the chance for a learner to gain confidence, awaken their imagination, and improve their connection to the world around them!

Once you are matched with a learner, you and your learner decide on meeting times and locations according to what is best for you both. Right now we are looking for tutors to meet the needs of people living in the neighborhoods surrounding Hawthorne, Lakeview or Pinney branch libraries.

Requirements: This position requires a 6 month minimum commitment, 3 hours every week. You must be reliable, responsible, mature, friendly, and patient. Volunteers with experience teaching or working with disabled adults are preferred. (About a quarter of our basic literacy learners have some additional disability beyond dyslexia, which may include cognitive handicaps or neurological handicaps such as MS or mental illness.) We rely on tutors to be respectful of learners while maintaining diligence and persistence in helping them gain literacy skills. Your responsibilities will consist of:

- Creating lesson plans for your learner (and we'll teach you how to do that!)
- Meet with your learner at least 2 hours per week for six months
- Submit a Tutor Feedback Form every month so we can track your hours and progress.

Once you have submitted your Volunteer Tutor Application and have been accepted into our program, you will be required to attend:

1. Thursday, April 12, 5:30-6:30pm: ABE Tutor Orientation
2. Monday, April 16, 6:00 - 9:00pm: ABE Tutor Training part 1
3. Wednesday, April 18, 6:00 - 9:00pm: ABE Tutor Training part 2
4. Saturday, April 21, 9:00AM - 12:30pm: ABE Tutor Training part 3

Teach a Deaf Adult to Read & Write

Are you fluent in American Sign Language? Would you like to help a Monona-area deaf adult improve his reading and writing skills? We are looking for a patient, reliable, mature volunteer tutor who is fluent in ASL and available to tutor mornings on Mondays or Saturdays. We will train you and provide all tutoring materials, as well as provide ongoing support as much as we are able. Your responsibilities will consist of:

- Creating lesson plans for your learner (and we'll teach you how to do that!)
- Meet with your learner at least 2 hours per week for six months
- Submit a Tutor Feedback Form every month so we can track your hours and progress.



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Summer Community Literacy Tutor

Community Literacy is an ESL program designed to tutor adult learners one-on-one in a group setting (we call it a class) where childcare and additional tutor support are available. You will help learners gain English speaking, reading, and writing skills directly related to their life goals. No experience or foreign language skills required! Customized lesson plans are provided for each tutor/learner pair by the Intern overseeing that class. Free childcare for both tutors and learners is also available.

Requirements: We require all volunteers to be reliable, responsible, mature, friendly, and patient. Training is provided. A semester-long commitment to the program is required: you must attend your "class" every week (no more than 3 absences) during the entire semester. Our summer semester runs **June 4th - Sept 1st** (no class July 4th) and we are looking for tutors for the following classes (you would be assigned to only one):

- Monday nights, 6-8pm at Literacy Network (1118 S. Park St)
- Tuesday nights, 6-8pm at the Allied Neighborhood Boys and Girls Club (4619 Jenewein Rd) or Dane County Parent Council (2096 Red Arrow Trail)
- Wednesday nights, 6-8pm at Literacy Network
- Thursday mornings, 10am-12 at Lussier Community Education Center (55 S. Gammon Rd)
- Saturday mornings, 9-11am at Literacy Network

All volunteers accepted into this program are required to attend:

1. **Volunteer Orientation:** Monday, May 28, 5:30-6:30pm at Literacy Network
2. **Tutor Training:** Wednesday, May 30, 6-8pm OR Thursday, May 31, 6-8pm

Bilingual Childcare Volunteers

Do you like to color, assemble puzzles, and make crafts out of colorful pipe cleaners? Enjoy hanging out with children? Have fun being a childcare volunteer for Literacy Network! Many of our adult ESL classes offer free childcare and you would be helping a paid Childcare Staff member during those classes. Volunteers may have the opportunity to use Spanish or other language skills with children of adult English Language Learners - a great way to brush up your Spanish skills!

We need one volunteer for each of the following classes:

- Mondays, 6pm to 8pm at Leopold Elementary (2602 Post Rd)
- Mondays, 5:30pm to 7:30pm at Glendale Elementary (1201 Tompkins Dr)
- Mondays, 6pm to 8pm at Literacy Network (1118 S. Park)
- Tuesdays, 6pm to 8pm at Orchard Ridge Elementary (5602 Russett Rd)
- Tuesdays, 6pm to 8pm at GHC Hatchery Hill (3051 Cahill Main)
- Tuesdays, 6pm to 8pm at Boys and Girls Club (4619 Jenewein Road)
- Wednesdays, 6pm to 8pm at Leopold Elementary (2602 Post Rd)
- Thursdays, 6pm to 8pm at Midvale Elementary (502 Caromar Dr)
- Thursdays, 6pm to 8pm at Lindbergh Elementary (4500 Kennedy Rd)
- Thursdays, 6pm to 8pm at Orchard Ridge Elementary (5602 Russett Rd)
- Thursdays, 5:30pm to 7:30pm at Glendale Elementary (1201 Tompkins Dr)
- Saturdays, 9am to 1pm at Literacy Network (1118 S. Park)



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Bilingual Receptionist

We are looking for reliable and friendly Spanish/English bilingual volunteers to answer phones and welcome visitors. Other tasks may include: photocopying, making calls, data entry, labeling, filing, preparing outreach/training materials, and gathering data. Our office is located at 1118 S. Park Street, just south of Fish Hatchery Road.

Requirements: Must be fluent in Spanish & English. Reliability, friendliness, clear communication skills and experience with office phone systems and computers. Must be proficient with Google search, Microsoft Word, and Excel. Must be able to commit to volunteering at least 3 months for one (or more) of the following shifts:

- Mondays 1-5pm
- Mondays 5-8pm

Bilingual Catering Assistant

Literacy Network is looking for a volunteer who can set up dinners for families attending our Spanish and English programs at Lindbergh Elementary School on the northside of Madison. Our learners come a half hour earlier so they can enjoy a free meal with their families.

Requirements: You must speak English & Spanish, own reliable transportation and be friendly. You would be required to coordinate food Thursdays, 5:15pm-6:15pm, February 23 - April 26 (except April 5) at Lindbergh Elementary School. (You are welcome to eat with the families.)

Duties include:

- Pick up prepared food from designated restaurant OR be at Lindbergh School to receive a delivered order
- Set up tables for food, tables and chairs for families, drinks, other snacks, utensils before families arrive
- Communicate with families regarding the dinners: suggestions, questions, etc
- Clean up at 6:00pm when program begins. Make sure everything is neat and tidy. Store dinner utensils in designated area for Literacy Network
- Communicate with Program Coordinator if we are running low on cups, plates, napkins, utensils, and drinks

Newsletter Editor

You will be overseeing our quarterly Literacy Network newsletter, from soliciting pieces from staff, volunteers, and learners to writing, editing and laying out the newsletter itself. Great opportunity for budding journalists!

Requirements: Fantastic organizational, communication and editorial skills required. We are looking for writers who can inspire action while educating our newsletter readers. Must provide non-academic samples of your writing when you apply. You can keep office hours at Literacy Network or you can work from home at your leisure - as long as you are able to manage time wisely and respect deadlines.

Newsletter Writer

Love to write? Interested in promoting adult literacy? Literacy Network is looking for experienced writers to contribute to our quarterly newsletter by interviewing people in our network and writing stories that illustrate the importance of adult literacy in Dane County and inspire readers to support our work through volunteerism or philanthropy.

Requirements: Strong communication and editorial skills required. Must provide non-academic samples of your writing when you apply. You can keep office hours at Literacy Network or you can work from home at your leisure - as long as you are able to manage time wisely and respect deadlines.