

Dear Prospective Volunteer:

Thank you for your interest in volunteering with the Adult Literacy Volunteer Project at Waubonsee Community College.

One in five adults in Illinois lacks the skills needed to access or enjoy reading materials. There are two million adults disconnected from learning who are also unable to participate fully in the workplace, in their children's education, and in society. In the area served by Waubonsee Community College, an estimated 82,000 immigrants reside in households in which English is not the primary language.

The Literacy Project requires that tutors attend a 2 day (6 hour each) classroom Saturday training or an online, self-paced training. The online training also requires a meeting with the volunteer coordinator, which reviews Waubonsee policies, materials we provide for you to use in tutoring and other information. Both training options include an observation of classes in the Adult Education department.

Enclosed is the information you have requested. Please fill out the two pages of the application and return to me (mail, fax or scan). I will contact you to arrange your tutor training. I am looking forward to meeting you!

Regards,

Adult Literacy Project
Volunteer Tutor Coordinator
Waubonsee Community College

**Waubonsee Community College
Adult Literacy Volunteer Project**

Volunteer Application

Training option (check one) 2-day online Date: _____

Name: _____

Address: _____

City, State, Zip: _____

Date of Birth: _____

Ethnicity/Race Native American/Alaska Native Asian Native Hawaiian/other Pacific Islander
(Optional) Black/African American Hispanic/Latino White Other Not Available

Telephone: (Cell) _____

(Home) _____

(Work) _____

E-mail address: (Home) _____

(Work) _____

Volunteer Experience: _____

How did you hear about our program? _____

Have you worked for Waubonsee Community College before? _____

Do you have a high school diploma? _____

Occupation _____ Retired? _____

Why do you wish to tutor? _____

Additional Languages (speak? read? write?) _____

Character Reference

Your Name _____

A volunteer is considered a part of the staff of Waubensee Community College even though you are not paid. Therefore, we must ask you to give a character reference. Someone who has known you for a number of years must provide the reference, and may not be a relative. An employer, a business associate, a fellow volunteer or a supervisor in another organization, such as a service club or church, would be appropriate.

Reference Name: _____

Address: _____

Phone: (____) _____

Relationship: _____

It is possible that a volunteer becomes ill or injured while volunteering. Therefore, we would like you to fill in the following:

IN CASE OF AN EMERGENCY, CONTACT:

Name: _____ Phone: _____

Hospital I prefer: _____

Doctor to contact: _____ Phone: _____

LIST ANY MEDICAL CONDITIONS THAT WE SHOULD KNOW ABOUT IN CASE OF AN EMERGENCY:



**Please return application to:
Waubensee Community College
Adult Literacy Project
18 S. River Street
Aurora, IL 60506
Email: adulthoodliteracyvolunteers@waubensee.edu
Phone: (630) 801-7900 X 4661
Fax: (630) 892-5063**

Background Checks

Criminal background checks are required of all new tutors. Waubonsee's Human Resources (HR) uses a company, *Hire Right* for all of its background checks of employees and volunteers. This is for criminal history only. No financial check is conducted.

Once you have completed your application, we will send HR your name & email. HR will send you the link to *Hire Right*. You will be asked to provide information, including your social security number, for the background check. We will notify you once the background check is completed.

Adult Literacy Project
Volunteer Tutor Information
(630) 801-7900, Ext 4221

A. Volunteer Opportunities

1. Classroom teacher aide
2. Individual student tutor
3. Group leader – conversation, math or writing
4. Adult Education Computer Center aide
5. Special events volunteer

B. Purpose

1. To improve English speaking, listening & reading skills to Adult English Language Learners.
2. To teach reading/language arts skills to non-readers/beginning readers
3. To assist classroom instructors with one or several students

C. Location

The majority of tutoring is at our Aurora campus. We also have tutors and students at a variety of district locations including churches, libraries and schools. We match our student needs with your request.

D. Service

Tutors volunteer a minimum of **1.5 hours a week for a minimum of 6 months.**

E. Duties

1. Plan and teach lessons
2. Monitor student's progress
3. Complete monthly reports (and quarterly state reports, if required)
4. Attend ongoing training and special events
5. Give CASAS or TABE test to one-on-one students (if needed and if trained to)

F. Qualities for Success

1. High School Diploma or GED® credential
2. Patience
3. Appreciation of cultural differences
4. Dependability
5. Love of reading and language arts
6. Commitment to promoting literacy
7. Willingness to communicate with a wide range of personalities, cultures and age groups.

Volunteering with the Adult Literacy Project

What does a Volunteer Tutor do?

A volunteer tutor helps an adult learn to speak, read or write English. He/she will make a match between an adult literacy student who does not speak English well and an English as a Second Language (ESL) volunteer. Others work with adults who speak the language but cannot read or write well. They are Adult Basic Education (ABE) volunteers.

Most of our volunteers work with individual students 1:1, our greatest need, while other volunteers work in classrooms or assist in our Adult Education Computer Center (AECC). If you work with an individual student 1:1, you will be given all materials needed to work with the student. If you work in a classroom or in the AECC, you serve as a teacher's aide. ESL volunteers work in English as a Second Language classes. ABE volunteers work in Adult Basic Education classes where reading skills are taught.

What kind of training do volunteer tutors receive?

Tutors have a choice of attending a 2-day, 9:00-3:00 Saturday classroom training or an online, self-paced training. The training is based on requirements from our funder, the Illinois Secretary of State Literacy's office. The online training also includes a meeting with the volunteer coordinator to review Waubonsee policies, see materials the tutor will use with a student and other information. With both training options, the tutor will also observe both an ESL and an ABE class at a time convenient to the volunteer.

How many hours a week do a volunteer work?

Individual volunteers 1:1 tutor for a minimum of 1.5 hours per week.

In the classrooms and the AECC, volunteers work with one class a week. Classes are 3.5 hours and are scheduled Monday through Thursday morning, afternoon, evening and Saturday morning. The tutor stays for a minimum of 1.5 hours but most tutors stay for the entire class.

Where do volunteers work?

Most volunteers work at our Aurora campus (18 S. River Street) although a few work in local schools, libraries and churches within Aurora and throughout the Waubonsee district as well as our Plano campus

How are the assignment made (classroom versus individual)?

After tutor training, the Volunteer Tutor Coordinator makes a placement based on the volunteer's preference and the program's needs. Tutors chose which type of assignment they prefer and a mutually convenient time and location are chosen.

What if I have to miss a class or session because of another obligation?

All we ask is that you keep the lines of communication open between you and the teacher or student with whom you work. If you plan to be away for a longer period of time, also notify the Volunteer Tutor Coordinator.

Would I ever have to teach an entire class by myself?

No, paid, trained instructors lead classes. There are opportunities to lead small groups in conversation, math or writing and a few of our volunteers do so.

Do I have to speak another language if I work with an ESL student?

No, we teach in English. Our students represent over 40 different countries from around the world.

What kind of paperwork is involved?

Tutors track hours worked with their student (or classroom), the time spent planning and the time spent traveling. This information is required for us to continue receiving our funds from the Secretary of State. This information will be requested quarterly.

Who will supervise me?

The Volunteer Tutor Coordinator supervises you. If you work in the classroom, the teacher provides the most direct supervision.

For how long is my commitment?

We ask that volunteers make a commitment of a minimum of six months. We have some volunteers who have remained with the program for over 20 years!

Each year there is an appreciation event for our volunteers and their guests. Volunteer professional development workshops take place throughout the year.

The characteristics for success in tutoring are patience, reasonable expectations regarding a student's progress, dependability, persistence, openness and appreciation of cultural diversity, positive mental attitude, desire to communicate with a wide range of personalities, and a great sense of humor.

Waubonsee Community College
Adult Literacy Project
(630) 801-7900 X 4661

Parking Directions

Free parking is available from 7:00 a.m. to 10:00 p.m. in the City of Aurora Parking Lot W (see map). From the convenient, accessible lot W, you can walk along River Street to Waubonsee's new Aurora Campus or enjoy a scenic walk along the beautiful Fox River, avoiding any stoplights along the way.

A parking garage is available across the street on the corner of River & Galena (enter going east on Galena). The charge is \$4 but increases to \$10 when there are special events downtown. A sign in front of the entry will list the price.

Street parking is limited to 90 minutes & is strictly enforced.

