



# Volunteer Handbook



THE  
LITERACY  
PROJECT

Read Well Speak Well Live Well

[www.literacyprojecteaglecounty.org](http://www.literacyprojecteaglecounty.org)

### **Our Mission:**

To empower Eagle Valley community members of all ages by offering free assistance in acquiring the literacy and English skills they need to function more effectively in their daily lives.

### **Contact Information:**

The Literacy Project, PO Box 608, Minturn, CO 81645  
970-949-5026 (Avon Office) 970-688-0118 (Eagle/Gypsum Office)  
[www.literacyprojecteaglecounty.org](http://www.literacyprojecteaglecounty.org)

#### Physical Addresses:

Avon Public Library, 200 Benchmark Road, Avon, CO  
Eagle Public Library, 600 Broadway, Eagle, CO  
Gypsum Public Library, 48 Lundgren Blvd., Gypsum, CO

### **Overview of Our Programs:**

**Basic literacy, teaching native speakers to read** - These students read below an 8th grade level and have practical goals like getting a job, earning a driver's license, or helping their children with homework. A long-term goal might be to earn a high school equivalency degree (GED).

**Study Friends, assisting middle school students** - The Study Friends Program is designed to help middle school children improve their reading, writing, language, and homework skills. The students are usually referred to the program by their student counselor or teacher.

**English for Speakers of Other Languages (ESL or ESOL)** - Learners often (but not always) come to us with a high level of education in their native country and limited English language skills. Many are immigrants and refugees. Adult students come with specific goals in mind that they want to accomplish through tutoring.

**Math Tutorial** – A weekly math tutorial is offered at the Avon and Gypsum Public Libraries for students in grades 6-8 needing assistance in mathematics.

**Raising a Reader**- This program rotates a set of bright red bags filled with award-winning children's books into the homes of low-income families on a weekly basis. This creative "rotating book bag" creates a home-school connection that engages parents as full partners in their child's development.

**Reading Buddies** - The Literacy Project works in collaboration with Eagle Valley Library District libraries to provide this reading enrichment program for students in grades 1-3. The program coordinators train teen volunteers from local high schools to work with students in grades 1-3 for an hour per week. Students read, do literacy-based games and activities, and complete group projects during an 8-week session.

## **Study Friends Volunteer Tutor Job Description**

**Purpose:** To tutor a middle school student or small group of students in their academic subjects, including help with homework completion, test taking skills and general organization.

**Reports to:** Volunteer-Student Coordinator

**Requirements:**

- Meet consistently with your student once a week
- Be on time for your tutoring sessions, and communicate with the student or parent if you cannot make a session
- Learn how to use Powerschool on the computer and use it regularly with your student to check progress and to correspond with teachers as necessary
- Maintain student confidentiality
- Learn how to use the Civicore data base (takes about 10-20 minutes)
- Input weekly hours into Civicore data base
- Notify the program immediately with any changes in the status of your tutoring, or any concerns about your student
- Work within The Literacy Project's organizational structure when issues arise (i.e. go directly to your coordinator)
- Be comfortable with your skills in reading, writing, and math (for advanced math help, we offer algebra tutorials)
- Be patient, open-minded, and have a flexible attitude
- Do not use The Literacy Project to promote your own business

**Time Commitment:**

- 1 ½- 2 hours of tutoring per week
- Long range: 6-month commitment or the duration of the school year
- 1-2 hours of basic tutor training, monthly trainings optional or at the discretion of the LP staff

## **Adult Literacy/GED Study Adult English as a Second Language (ESL) Volunteer Tutor Job Description**

**Purpose of Adult Literacy/ GED Volunteer:** To tutor an adult student in basic reading, writing, and possible other academic subjects.

**Purpose of Adult ESL Volunteer:** To tutor an adult student with limited English language skills.

**Reports to:** Volunteer Tutor Coordinator

### **Requirements:**

- Meet consistently with your student once a week
- Find and prepare teaching material that suits the student's ability, goals and interests
- Be on time for your tutoring sessions, and communicate with the student if you cannot make a session
- Maintain student confidentiality
- Submit monthly timesheets marking time spent with student and student progress
- Notify the program immediately with any changes in the status of your tutoring or any concerns about your student
- Maintain a positive, warm attitude that encourages the student to learn
- Be comfortable with your skills in reading and writing
- Be patient, open-minded, and have a flexible attitude

### **Time Commitment:**

- 1 ½- 2 hours of tutoring per week; ½ -1 hour planning per week
- Long range: 6-month minimum commitment
- 1-2 hours of basic tutor training, monthly trainings optional or at the discretion of the LP staff

## **Volunteer Policies for all job descriptions:**

### **Attendance**

The minimum time commitment for working as a tutor is to meet once a week for 1 ½- 2 hours per week for six months with a student. An additional hour may be needed to prepare lessons and for travel to and from the tutoring site. Senior volunteers can register with Eagle County RSVP and be reimbursed for their mileage- call Eagle County RSVP at 328-8818 for more information. Volunteers must attend scheduled sessions regularly, arrive at sessions on time, and notify the student in advance of all planned absence or expectations to be late.

### **Resignation Procedure**

If you are no longer able to tutor, please notify your volunteer coordinator. Please give us two weeks' notice if possible and let us know your reason for leaving. All student records, should be given to your volunteer coordinator. Please return all borrowed books. Also, we would like to know if you would be interested in tutoring again. We are always striving for ways to improve our program if you have any suggestions or comments, please feel free to make them at this time.

### **Record Keeping**

It is essential for grant purposes that we keep track of the number of tutors and the number of hours our tutors are working with students. To that end, we have employed an online record-keeping system. Your program coordinator should give you a username and password- feel free to remind us if you do not have one yet! You can access this system at <http://literacyproject.civicore.com>. There you will be prompted to click on the line "Are you a tutor looking to enter hours?" You will be taken to a page where you can enter your username and password. Have your volunteer coordinator show you how to use the site, or you can access our presentation on it under "Staff Resources" on our webpage [www.literacyprojecteaglecounty.org](http://www.literacyprojecteaglecounty.org).

### **Library Use**

All Eagle Valley Library District branches allow copying of tutoring materials for free. Please identify yourself as a Literacy Project tutor at the front desk. A librarian will assist you with the key, located at the circulation desks. Only make copies for tutoring purposes. This is an in-kind donation from the library and excessive copying will cause us to lose this privilege. Additionally, tutors have first priority for booking conference rooms. Please see a librarian to book a conference room for meeting with your student.

### **Performance Review**

The supervising volunteer coordinator will review tutors annually. The Coordinator will observe the tutor teaching and meet with the volunteer for feedback. Volunteers will be expected to adhere to the requirements of the job description. If a volunteer is unable or unwilling to satisfy the requirements of the tutor position, then The Literacy Project coordinator will discuss other avenues of volunteerism within the organization for the volunteer.

### **Confidentiality**

The tutor/student relationship is a unique one. The adult students who have found the courage to confront their reading needs require a safe learning environment to succeed. Our relationship with the Eagle County School District depends on student confidentiality. Therefore, all tutoring and information about your learner(s) should be kept confidential.

## Facilities and Transportation

The Literacy Project suggests that tutors meet at certain sites. Other sites may be chosen at the discretion of the tutor and upon agreement with the student. It is the tutor's responsibility to notify The Literacy Project staff of the location where tutoring takes place. The Literacy Project encourages all tutoring to take place at the library or other public, agreed upon location. Any tutor who provides transportation for others in the program does so at his/her discretion and assumes responsibility. The Literacy Project disapproves of the use of personal vehicles for transporting students.

## Background Checks

All volunteers are expected to complete and submit a background check done through the Colorado Bureau of Investigation. It is a basic state of Colorado criminal history check, which will not necessarily eliminate you from volunteering with us. The search costs \$6.85 and you can have the results delivered via email or postal mail. Complete the background check by going to [www.cbirecordscheck.com](http://www.cbirecordscheck.com).

## Staff Contact List

Colleen Gray, Executive Director  
970-949-5026  
[litearcy@evld.org](mailto:litearcy@evld.org)

Sloan Munter, Director of Educational Programs  
Vail, Avon, & Edwards Program Coordinator 970-949-5026  
[sloantheliteracyproject@evld.org](mailto:sloantheliteracyproject@evld.org)

Lilian Myers, Down Valley Program Coordinator (Eagle & Gypsum)  
970-688-0118  
[lilian@evld.org](mailto:lilian@evld.org)

## Other Volunteer Opportunities

Many other volunteer opportunities are available in our organization. A few of these are listed below or you can be creative and let us know how you would like to help. Commitment times vary depending upon the job.

**Office Help:** Office volunteers are needed to help with large mailings, phone, and word processing. Days and times are flexible.

**Bilingual Translator:** Translate documents from English to Spanish. Volunteers would need excellent bilingual grammar and writing skills and a sharp eye for detail. Volunteers must be familiar with Microsoft Word and use email.

**Reader:** Volunteers are needed to clip newspaper and magazine items related to literacy or potential grant opportunities.

**Fundraiser:** Help with special events and/or raise funds for The Literacy Project.



What training and/or experience have you had in the field of youth and issues pertaining to adolescents, youth education, and tutoring, or youth social service?

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Do you speak/read/write any foreign language?  Yes  No If so, which and how well?

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**References:**

Please list three personal references we may contact

1. \_\_\_\_\_  
Name Mailing Address Phone Number

2. \_\_\_\_\_  
Name Mailing Address Phone Number

3. \_\_\_\_\_  
Name Mailing Address Phone Number

**Volunteer Preferences:**

How did you learn about our programs?

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What do you hope to gain from your volunteer experience?

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What grade level/age are you most interested in working with?

Sixth  Seventh  Eighth  Adult  No Preference

Do you have a preference for a male or female student?  Male  Female  No Preference

Are you interested in working with a bilingual student?  Yes  No

Do you have your own transportation?  Yes  No

Would you be willing to provide transportation for your student?  Yes  No

Are you covered by minimum liability insurance?  Yes  No

Insurance company Name: \_\_\_\_\_

Policy Number: \_\_\_\_\_

I am available to tutor at the following times:

Meeting Place Choices (circle all that apply):

Before 9 am	M	T	W	Th	F	Sa	Sun
Morning 10-12	M	T	W	Th	F	Sa	Sun
Lunch 12-2	M	T	W	Th	F	Sa	Sun
Afternoon 2-4	M	T	W	Th	F	Sa	Sun
Dinner 4-6	M	T	W	Th	F	Sa	Sun
Evening 6-8	M	T	W	Th	F	Sa	Sun

Student's Home  
 Avon Public Library  
 Edwards CMC  
 Eagle Public Library  
 Gypsum Public Library

Other availability: \_\_\_\_\_

Please check any other activities you would be interested in volunteering for (check all that apply):

Special Events     Fundraising     Other: \_\_\_\_\_

**Miscellaneous Information:**

Have you ever been arrested or convicted of any offense other than a traffic violation?

Yes     No

If yes, please explain, giving dates and disposition:

\_\_\_\_\_  
 \_\_\_\_\_

Do you have a library card?  Yes  No

Your 12-digit City Market Value Card Number (Optional-when you use your card we get a donation!)

Number: \_\_\_\_\_ Name on Card: \_\_\_\_\_

**Emergency Contact Information:**

List person(s) to contact in an emergency

1. \_\_\_\_\_

Name	Phone Number	Relationship
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2. \_\_\_\_\_

Name	Phone Number	Relationship
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**PLEASE NOTE: All volunteers are required to do a background check at [www.cbirecordscheck.com](http://www.cbirecordscheck.com) and forward the report to the Literacy Project offices.**

**The Literacy Project/Study Friends Program Adult Waiver for All Sponsored Activities**

I hereby acknowledge that the various activities sponsored by The Literacy Project/Study Friends Program may result in injury to the participant. I hereby assume all risk of personal injury or death and property damage from any causes arising while I am participating in such activity, and further release The Literacy Project/Study Friends Program, their officers, employees, agents, servants, and all representatives and sponsors from any liability therefore and contribution of such liability, including liability resulting from the negligence of said individuals.

I also authorize and consent to any emergency x-ray examination, medical diagnosis, or treatment and hospital care to be rendered unto myself under the general supervision and on the advice of any physician licensed to practice in the State of Colorado.

I understand that there are two exceptions to the promise of confidentiality. If information is revealed concerning suicide, homicide, or child abuse and neglect, it is required by law that this be reported to the proper authorities.

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Signature of Applicant \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Study Friends Authorization to Release Information**

As an applicant to The Literacy Project/Study Friends Program for the position of Volunteer Tutor, I understand I am required to make available information for use in determining my suitability.

I therefore authorize The Literacy Project and its Study Friends Program to make such inquiries of my past and current employers, educational institutions, persons, law enforcement agencies, medical institutions or professionals, companies, and corporations to release information they may have about me that is deemed related to this position I am applying for, and I release them, as well as The Literacy Project and its Study Friends Program, from any liability and responsibility from doing so.

This authorization in original and copy form shall be valid for this and any future information that may be requested.

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Signature of Applicant \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN TO US AT THE LIBRARIES, or via MAIL, FAX, OR EMAIL:**

The Literacy Project, PO Box 608, Minturn, CO 81645

fax: 970-949-0233

e-mail: [literacy@evld.org](mailto:literacy@evld.org)