

Volunteer Information

Thank you for your interest in volunteering with Whatcom Literacy Council. Our volunteers make our work possible. We have various volunteer opportunities, which are briefly described below.

1:1 Tutoring: Volunteer tutors are placed with a learner and meet on an individual basis, established with the program coordinator. 1:1 tutors are part of either the Adult Literacy Program (ALP), working with learners who are native English speakers that are functionally illiterate (this can include math or GED tutoring), or as part of the English Language Learner (ELL) Program, working with learners who are learning English. Tutors and learners generally meet twice a week, and we ask for a 9 month - 1 year commitment.

Classroom Tutoring: We also place volunteers in existing ESL and Adult Basic Education classes at Bellingham Technical College, Whatcom Community College and Goodwill. Volunteers work directly with the teachers of these classes. They sometimes take a small group aside to work with privately, or are placed with students who need special attention. For this position, we ask that volunteers commit for a full academic quarter, which are usually about three months long, for a minimum of once per week.

Small Group Facilitation: Some experienced volunteers lead small group classes for the Whatcom Literacy Council, held at local library branches and other locations throughout Whatcom County.

There may be other opportunities available. For any questions, contact us.

If you are interested in volunteering, please complete the following application and contact a staff member to schedule an interview. Thank you for your interest.

Volunteer Tutor Application

Date: _____

Name: _____
Last First Middle

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Work phone: _____ Email: _____

Emergency Contact: _____ Phone #: _____

Source: (how you found out about program)

Literacy group___ Radio___ Newspaper___ TV___ Friend___ Family___

Employer Library Special event Other Describe: _____

Demographics:

Gender:___ Ethnicity:_____ Birth Date:_____

Employment: Employed Unemployed Retired

Current or Most Recent Employer: _____

Title:_____ Occupation:_____

Additional Employment: _____

Education:

Education Level_____ Degree:_____

Other relevant training: _____

Special skills, field of work & volunteer experiences:

Do you speak other languages? _____

Read _____ Write _____

Describe experience you have had working with people of different racial and economic backgrounds:



Tutor Interview Questions

(Please complete before your meeting with a Program Coordinator. We will discuss these questions in the interview, but it will be helpful if your response is already recorded here.)

1. What are your perceptions of high school dropouts or adults who don't read or read well? Why do you think some people haven't learned to read well?

2. What is your perception of people who live in the U.S. who don't speak English, or don't speak English well? (Why might they not have learned English?)

3. What is your definition of a good teacher?

4. Have you taught anything before? (either formally or informally?) If so, please describe.

a. What was rewarding?

b. What was frustrating?

5. What activities do you think might be good to include in a session?

6. Are you comfortable using a computer? Chromepad, iPad, or Android tablet? Any other technology related skills?

7. Most volunteers work with their learners for more than 9 months or one academic quarter (for classroom placements.) How long can you commit to volunteering?

8. Do you have any questions and/or further comments about this position?

Placement Information:

Do You Have Access To A Car? ___Yes ___No

Preferred Location _____

Preferred Days/Times For Tutoring:

MON	TUES	WEDS	THURS	FRI	SAT	SUN

Can You Begin Immediately? Yes___ No___ If Not, When Can You Start? _____

Additional Information: _____

Additional Volunteer Options:

Tutoring is one way to help the Whatcom Literacy Council.

If you would like to help in others ways, please indicate your area(s) of interest:

Graphic Arts___ Newsletter___ Phoning___ Events___ In-service training___
Publicity___ Refreshments___ Fundraising___ Projects___ Research_____



One-to-One Tutoring

(Please complete if you think you may be interested in one to one tutoring now or in the future)

Any thoughts about a student who is right for you?

What are your expectations of yourself as a tutor?

What are your expectations of a student?

Please complete "Profile" of you to assist toward a compatible, productive, mutually fulfilling tutoring experience. Please add any information you think is relevant such as personality traits, hobbies, etc.

(For office use only)

Interviewer_____

Date_____

Recommendations



Volunteer Disclosure Statement/Background Check Release Form

In order to ensure the safety of our program participants, we require that a background check be conducted on all prospective volunteers. Furthermore, to comply with Whatcom Literacy Council policy, we must ask you to complete the following disclosure statement.

1. Have you ever been:

- yes no a.) convicted of any crime against children or other persons;
- yes no b.) convicted of crimes relating to financial exploitation if the victim was a vulnerable adult;
- yes no c.) convicted of crimes related to drugs as defined in RCW 43.43.830;
- yes no d.) found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor;
- yes no e.) found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor;
- yes no f.) found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person or to have financially exploited any vulnerable adult;
- yes no g.) found by a court in a protection proceeding under chapter 74.34 RCW, to have abused or financially exploited a vulnerable adult.

If you answered "yes" to any of the items listed above, please describe the circumstances and provide the date(s) of trial(s)/conviction(s) and the sentence(s) imposed, if any.

I hereby grant Whatcom Literacy Council my permission to make an inquiry for a criminal history background check. I understand that all records and information obtained will be held in the strictest confidence. If I am accepted for volunteer service before that report is available, MY VOLUNTEER SERVICE WILL BE CONTINGENT UPON THE RECEIPT OF A REPORT THAT IS DEEMED SATISFACTORY TO THE WHATCOM LITERACY COUNCIL IN ITS SOLE DISCRETION.

UNDER PENALTY OF PERJURY, I certify that the above information is true, correct, and complete. I understand that if I am accepted for volunteer service, I can be discharged for any misrepresentation or omission in the above statement. I also understand that if I am accepted for volunteer service, my volunteering is conditioned upon a receipt of a satisfactory report.

Signature

Date

Print exact legal name

Maiden name or Alias

For Office Use Only	
Date WSP Background check completed:	_____
Satisfactory? <input type="checkbox"/> Yes <input type="checkbox"/> No	Staff Initials: _____

Privacy Policy

Personal information including date of birth and driver's license number will be used to conduct a criminal history background check on each prospective Whatcom Literacy Council volunteer tutor. No hard copy of the background check will be made or retained. However, a record of whether the background check was satisfactory or not will be noted on the Background Check Release Form.

Full Name: _____

Date of Birth: _____

Driver's License #: _____



Photo Release

I, _____, understand that any photographs that may be taken of me can be used for Whatcom Literacy Council (WLC) promotional purposes.

[signature]

_____/_____/_____

[date]