READ SANTA CLARA

Adult and Family Literacy Program of the Santa Clara City Library

Volunteer Orientation Information

Spring 2013

Mission Library Family Reading Center

1098 Lexington St. • Santa Clara, CA 95050 • 408.615.2956

readsantaclara@santaclaraca.gov

THANKS!

Thank you for your interest in volunteering with Read Santa Clara, Santa Clara City Library's adult and family literacy program. Each year, more than 100 adults improve their reading, writing and math skills through the collective efforts of learners, trained tutors and other volunteers. By working together, volunteers, tutors and learners change lives as they promote literacy in their community.

HOW TO VOLUNTEER

Step 1: Orientation

Prospective volunteers begin by attending a 90-minute orientation. The orientation provides an overview of Read Santa Clara and describes the role of tutors and other volunteers in the program. Participants also learn more about our tutor training process. An opportunity to register for the tutor training class or indicate interest in another volunteer position concludes the session. **There is no need to pre-register. You may attend an orientation on the date of your choice.** You must attend an orientation before attending tutor training.

2013 Spring Orientations

Mission Library Family Reading Center
1098 Lexington St. Santa Clara, CA 95050

Tuesday, February 26, 6:30–8:00 p.m.*
Wednesday, March 20, 6:30–8:00 p.m.
Tuesday, April 9, 6:30–8:00 p.m.*

*(*The Mission Library will be closed to the public during these hours. Please come to the glass doors at the front of the library and Read Santa Clara staff will let you in.)*

Step 2: Tutor Training

Following orientation, prospective tutors complete a 12.5-hour training series that prepares them to plan and conduct learner-centered tutoring sessions. Trainees complete 10 hours of training before being matched with learners, then have several weeks to meet with their learners before returning to complete the final 2.5 hours of training. Tutor workshops and events are offered throughout the year to provide on-going training and support. Training for other volunteer positions varies with the type of position, and may range from staff-led workshops to on-the-job training.

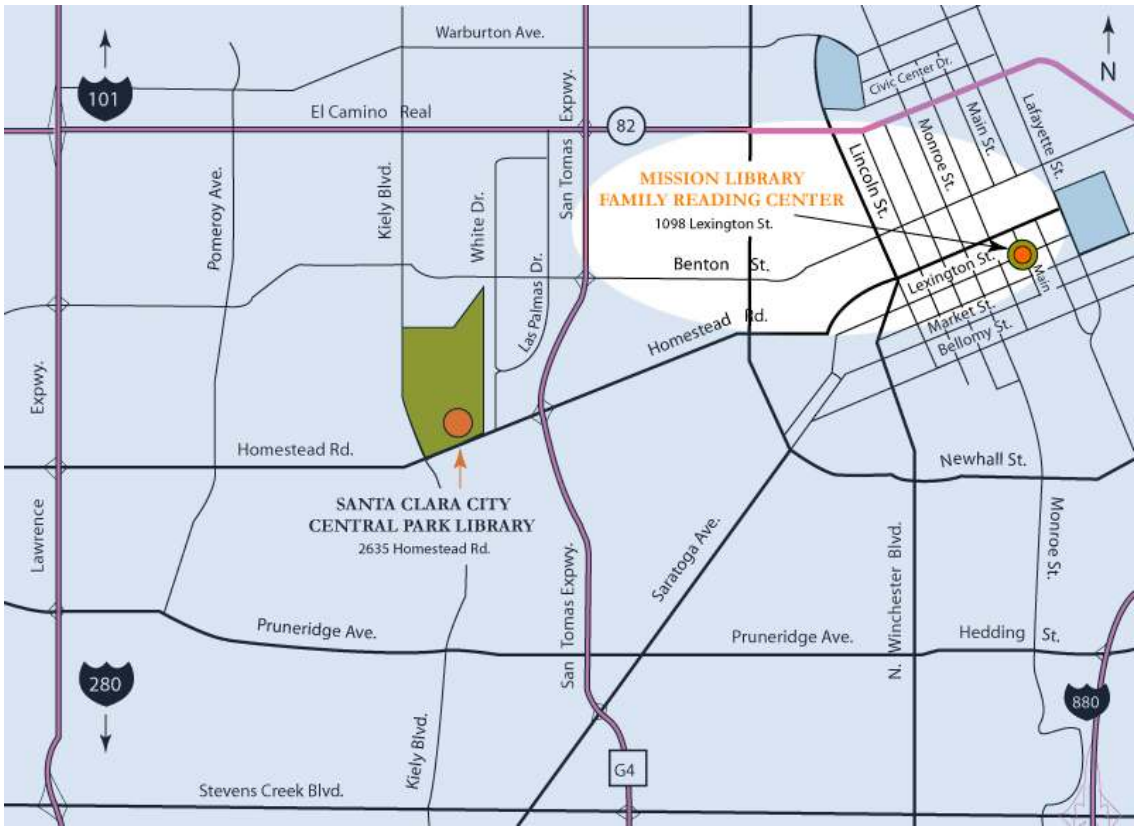
2013 Spring Tutor Training

Mission Library Family Reading Center
1098 Lexington St. Santa Clara, CA 95050

Tuesday and Thursday evenings, 6:30–9:00 p.m.
April 16, April 18, April 23, April 25 and June 4

Step 3: Commitment

Read Santa Clara tutors (and learners) make a commitment of 6 months, although many continue to participate in the program for several years. Tutors and learners meet for a minimum of two hours weekly (more if desired!), complete a monthly report of hours and progress, and participate in a semi-annual progress evaluation. Tutoring sessions are consistent with Read Santa Clara's philosophy of providing learner-centered, multi-sensory instruction to assist learners in meeting their goals.



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1098 Lexington Street
Santa Clara, CA 95050
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Join us in building a community of readers!