

## **Volunteer Information**

Thank you for your interest in volunteering with Whatcom Literacy Council! Our volunteers make our mission statement come to life. 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, please reach out!**

**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.**

**Staff Use Only**  
Background Check  
Online Training  
In-Person Training

## Volunteer Tutor Application

Date:

Name:

Address:

City:

State:

Zip:

Home Phone:

Cell Phone:

Work hone:

Email:

Emergency Contact:

Phone #:

**Source:** (how you found out about program)

Literacy Group

Online

Employer

Other

Radio

Friend

Library

Describe:

Newspaper

Family

Special event

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### DEMOGRAPHICS

Gender:

Ethnicity:

Birth Date:

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### EMPLOYMENT

Employed

Unemployed

Retired

Current or Most Recent Employer:

Title:

Occupation:

Additional Employment:

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### EDUCATION

Education Level:

Degree:

Other relevant training:

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### SPECIAL SKILLS, FIELD OF WORK AND VOLUNTEER EXPERIENCES:

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**Do you speak other languages?**

Read

Write

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**Describe any experience you have working with diverse ethnic and socioeconomic populations:**

## **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. How do you perceive individuals who have challenges with reading and writing? Why do you think some have not received a proper education?**

**2. What is your perception of people who live in the U.S. who have limited English speaking skills?**

**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? Any other technology related skills such as Zoom?**

**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?**

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**PLACEMENT INFORMATION**

**Do You Have Access Transportation?      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:**

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**Additional Volunteer Options:**

Tutoring is one way to help the Whatcom Literacy Council. If you would like to help in other ways, please indicate your area(s) of interest:

- |              |                     |              |          |
|--------------|---------------------|--------------|----------|
| Graphic Arts | Events              | Refreshments | Research |
| Newsletter   | In-Service Training | Fundraising  |          |
| Phoning      | Publicity           | Projects     |          |

## **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?

To assist toward a compatible, productive, mutually fulfilling tutoring experience, please add any information you think is relevant such as personality traits, hobbies, etc.

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(For office use only)

Interviewer

Date

## Volunteer Disclosure Statement/Background Check Release Form

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:
  - a.) convicted of any crime against children or other persons;
  - b.) convicted of crimes relating to financial exploitation if the victim was a vulnerable adult;
  - c.) convicted of crimes related to drugs as defined in RCW 43.43.830;
  - 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;
  - 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;
  - 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;
  - 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?    Yes    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 #:

## Tutor Code of Conduct

As a WLC one-to-one tutor I will . . .

be reliable and dependable

show respect for all learners, volunteers and staff

maintain a professional appearance

respect the privacy of learners by keeping all personal information confidential

meet learner in a public location

be on time for tutoring

call learner to cancel if there is an emergency

limit cell phone calls during tutoring sessions to emergencies only

not bring children or family members to tutoring sessions

not have learner ride in my vehicle or ride in learner's vehicle

not accept gifts from learner of more than \$10 in value

be open to feedback concerning tutoring

remain in regular contact with my program coordinator by completing a monthly tutor report

contact my program coordinator if I have any problems with my learner or my responsibilities

Signature



## 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