



Carteret Literacy Council Volunteer Application

Last Name

First Name

Middle Name

Address

City

State

Zip Code

Home Phone

Work Phone

Email Address

How did you find out about CLC?
(Specific Name or Location)

Male / Female

Birth Date

Age

Married/Single

Asian/Black/Hispanic/Native/Pacific Islander/White

Employed: Fulltime/ Part Time/ Unemployed/Retired/Homemaker/Self-Employed

Employer or Occupation if you are retired

Job Title

Education: Grades1-12/High School/GED/Some College/College Graduate/Graduate School/Tech-Trade

Degree

Please describe any volunteer experience you have had (including church work, and school activities).

Do you speak any foreign languages? If so, what language? _____

(over)

Please list two references who are not relatives and who have known you for more than one year.

First Name

Last Name

Telephone Number

Address

City

State

Zip Code

First Name

Last Name

Telephone Number

Address

City

State

Zip Code

Preferred time for tutoring: Morning/Afternoon/Evening

Signature

Date

For Office Use Only Certification Date _____ **Senior** _____ **Advanced** _____ **Master** _____

Placement Date	Student	Term Date	Reason
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Term Date: _____ **Reason:** _____

TUTOR'S CODE OF ETHICS

As a volunteer:

I believe that I am subject to a code of ethics similar to that of professional workers. I shall accept my assigned responsibilities and expect to account for what I do. I will carry out my duties as a volunteer tutor to the best of my ability, without monetary compensation.

As a volunteer I will encourage and support my student by:

- Being dependable and notifying the appropriate people if I cannot keep an appointment.
- Recognizing the need to be understanding of different backgrounds, family situations, and values.
- Helping the student develop confidence and a positive attitude about learning.
- Treating the student with respect and involving the student in decisions affecting their learning process and goals.
- Selecting materials and learning approaches appropriate to the learner's abilities and needs.
- Submitting a Periodic Program Evaluation to the Literacy Activities Coordinator.
- Sharing information with the Literacy Activities Coordinator.

As a volunteer I can expect:

- To be treated as a co-worker.
- To have an appropriate assignment.
- To be kept informed about the organization.
- To receive adequate support, training and supervision from the organization.
- To feel free to share information with the Literacy Activities Coordinator.
- To receive recognition for a job well done.

Volunteer

Date

Literacy Activities Coordinator

Date

ASSURANCE OF CONFIDENTIALITY STATEMENT

In connection with my activities as a volunteer with the Carteret Literacy Council, I agree to hold confidential any private and personal information I may have access to and will not divulge it to any unauthorized persons. I understand that disclosure of such confidential information would be considered a serious breach of confidence in me as a volunteer.

Volunteer

Date

Literacy Activities Coordinator

Date

CARTERET LITERACY COUNCIL VOLUNTEER TUTOR JOB DESCRIPTION AND GUIDELINES

CLC'S Goal: To help the cause of literacy by providing one-on-one tutoring to a student to improve reading, writing, math, life skills, or to achieve other self-identified goals set by the student.

Tutor Commitment: We ask that you make a commitment to tutor for one year. This allows you and your student to build a trusting relationship and to see progress being made. Tutoring should be twice a week with adequate time for lesson preparation.

Tutor Requirements:

- Demonstrate the desire to teach by participating in and completing a 10-12 hour tutor-training workshop.
- Be at least 16 years of age.
- Accept the CLC policy that we do not discriminate on the basis of gender, race, national origin, religion, political belief, age, sexual orientation, disability, or veteran and avoid behaviors that contradict this policy.
- Be a community member in good standing and have no record of a conviction for any sexual offense or conviction for crime of violence.
- Adhere to the Tutor's Code of Ethics.
- Adhere to the Assurance of Confidentiality Statement.

Tutor Responsibilities:

- The Literacy Activities Coordinator will call you to assign a student, and set an agreed time and place for your meetings. Students and tutors will meet only in approved public locations. Any tutoring in a private location will be done without the council's approval and full responsibility will be placed upon the tutor and student. You will call your student to confirm the first meeting.
- Call the Literacy Activities Coordinator after your first meeting to confirm it was held and how it went.
- Prepare lessons according to your student's needs and goals. If you have problems or concerns with lesson planning call the Literacy Activities Coordinator.
- Submit a monthly time sheet to the Literacy Activities Coordinator no later than the tenth of every month. Options are: by fax, by mail, drop off at CLC's office, or by email. The time sheet is important for several reasons, evaluation of the effectiveness of the program, information on the progress of students, and provides information necessary to obtain and maintain funding.
- Please do not drive the student in your car, if you choose to do so it will be at yours and the student's risk.
- If you stop tutoring for any reason, contact the Literacy Activities Coordinator.
- If you have a problem or conflict with your student, contact the Literacy Activities Coordinator.

Volunteer

Date

Literacy Activities Coordinator

Date

Adopted Nov. 2003