

Overview of the Write to Read Program

Program Mission:

By creating a supportive and vibrant adult learning community, we provide a safe environment for reading and writing practice where individuals take risks and grow towards leadership to make positive changes in their lives and communities.

There are 2 branches to the Write to Read Program:

Basic Literacy students are adults with no more than a high school education, who speak English fluently, and who want to improve their reading and writing. Basic students come from both the U.S. and other countries, and usually enter the program reading at about a 4th grade level. Most students are enrolled in small groups led by professional literacy instructors, but some students come to us with short term goals which they would like to achieve with the help of an individual tutor.

High Level students are second-language learners. Most have been college educated in their home country, and are no longer beginning English learners, but want to work on their reading and communication skills in order to more fully participate in American life. These students are invited to join student reading clubs that emphasize lively discussion. In addition, these students may also have short term goals which they would like to achieve with the help of an individual tutor.

We are looking for volunteers to:

- Offer individual tutoring to help students (either basic or high level) with short term goals. Tutors may be matched with a student according to the tutor's skills, interests and availability.
(7 hours training needed)
- Facilitate High Level (second language) student reading clubs held at the library to work on reading comprehension and discussion
(9 hours training needed)

If you are interested in either of these volunteer opportunities, please read the detailed description of volunteer duties and training attached, and send back to us the two-sided volunteer application form. Additional volunteer tutor seminars will be available. Please feel free to call us for more information as well. **745-1480**

In addition, experienced volunteers can:

- *Work individually with students who have special needs in reading and writing
- *Become volunteer assessment specialists
- *Assist in tutor training seminars
- *Provide instruction and mentoring to other volunteers
- *Coordinate literacy events and publicity
- *Be an invaluable community liaison for our program
- *Assist staff with office duties

Facilitating High Level (Second Language) Student Reading Clubs

Commitment:

We ask Volunteers to commit to at least 6 months of volunteering, 2 hours once a week to facilitate a Reading and Discussion group.

Program description:

Student Reading Clubs meet once a week to discuss a book together. The tutor chooses a book with help from program staff. The tutor can decide exactly how to structure the discussion time. Some groups do reading aloud, while others read completely at home. Discussion and dialogue is emphasized. No formal grammar or pronunciation instruction is given. Groups are generally 4-10 students. Tutors must have an interest in working with immigrants from a variety of cultures, a love of reading and books, as well as patience and an open-minded attitude towards learning.

Training: 9 hours total

- Tutor orientation/training—3 hours
- Observation of 2 classes—4 hours
- Follow-up meeting—2 hours (after volunteer has started a small group)

In-Service:

- The tutor coordinator will visit groups from time to time to give the tutor feedback and suggestions for effective facilitation
- Tutors are welcome to visit other groups to become familiar with other approaches

Locations: Fremont, Union City, Newark, San Lorenzo, Castro Valley, Dublin

Short Term Individual Tutoring

Commitment:

We ask a volunteer to commit to at least 6 months of tutoring, 2-3 hours a week to work individually with literacy students to help them achieve their short term goals.

Program description:

Volunteer tutors work individually with a student at the library once or twice a week for 2-3 hours total. Tutors may be matched with a student according to the tutor's skills and availability. Tutoring "materials" are provided by the student. For example, students may need help filling out a form, reading a document, or preparing for a test. Tutors must have flexibility and patience, as well as an encouraging attitude.

Training: 7 hours total

- Tutor orientation—3 hours
- Follow-up meeting—2 hours (after tutoring has begun)
- On-going quarterly workshops – 2 hours

In-Service:

- Tutors will stay in contact with the tutor coordinator to receive on-going support.

Locations: Fremont, Union City, Newark, San Lorenzo, Castro Valley, Dublin

