

**BOSTON PUBLIC LIBRARY
LITERACY SERVICES**

LITERACY VOLUNTEER APPLICATION

PLEASE PRINT CLEARLY OR TYPE DATE: _____

NAME: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP CODE: _____ PHONE: _____

Email: _____

EMERGENCY CONTACT: NAME _____ PHONE: _____

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HOW DID YOU HEAR ABOUT BOSTON PUBLIC LIBRARY'S LITERACY VOLUNTEER PROGRAM?  
\_\_\_\_\_

**PLEASE INDICATE IF YOU ARE INTERESTED IN:**

\_\_\_\_\_ **TUTORING SMALL GROUPS OF 2 TO 4 PEOPLE**  
➤ Students would have the same or very similar learning requests. Registration is required for students.

\_\_\_\_\_ **FACILITATING ESL CONVERSATION GROUPS**  
➤ Drop-in meetings for those who want to practice their speaking and listening skills. Groups are held in the Branch Libraries and at Copley. All are welcome.

**BEING A LITERACY VOLUNTEER REQUIRES YOU TO**

- COMMIT 2 HOURS ONCE A WEEK FOR A MINIMUM OF 1 YEAR
- BE 21 YEARS OF AGE WITH AT LEAST A GED OR HIGH SCHOOL DIPLOMA
- SUBMIT TO A CORI (Criminal Offender Records Information) CHECK
- SEE ATTACHED DESCRIPTION FOR MORE INFORMATION

**PLEASE INDICATE TWO BRANCH LIBRARIES THAT ARE CONVENIENT FOR YOU TO VOLUNTEER IN:**

1. \_\_\_\_\_
2. \_\_\_\_\_

**READ BEFORE SIGNING:**

**By signing below, I certify that all the information contained in this application is true to the best of my knowledge. I also understand that knowingly falsifying information on this application is grounds for dismissal as a Boston Public Library volunteer.**

**I further agree that, should I accept a placement as a volunteer of Boston Public Library, I will NOT hold the agency liable in the event of personal loss or injury.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE INDICATE YOUR HOURS OF AVAILABILITY:**

**Monday** From: \_\_\_\_\_ To: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**Tuesday** From: \_\_\_\_\_ To: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**Wednesday** From: \_\_\_\_\_ To: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**Thursday** From: \_\_\_\_\_ To: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**Friday** From: \_\_\_\_\_ To: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**Saturday** From: \_\_\_\_\_ To: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

(NEIGHBORHOOD BRANCHES ARE CLOSED BETWEEN MID-JUNE AND LABOR DAY)

**Sunday** From: \_\_\_\_\_ To: \_\_\_\_\_  
(COPLEY LIBRARY ONLY IS OPEN FROM OCTOBER TO MAY)

◆ **WHAT PREVIOUS VOLUNTEER OR EDUCATION EXPERIENCE DO YOU HAVE, INCLUDING LITERACY WORK?**

◆ **WHAT ATTRACTED YOU TO BECOME A LITERACY VOLUNTEER AT THE BOSTON PUBLIC LIBRARY?**

◆ **WHAT WOULD YOU LIKE TO LEARN FROM YOUR VOLUNTEER EXPERIENCE WITH THE BOSTON PUBLIC LIBRARY?**

**PLEASE CHECK THE HIGHEST LEVEL OF EDUCATION THAT YOU HAVE COMPLETED:**

**HIGH SCHOOL DIPLOMA** \_\_\_\_\_ **GED** \_\_\_\_\_ **COLLEGE:** \_\_\_\_\_

**If you attended college, what was your major?** \_\_\_\_\_

**DO YOU SPEAK A LANGUAGE IN ADDITION TO ENGLISH: YES: \_\_\_ NO: \_\_\_**

**If yes, what language(s)** \_\_\_\_\_

**REFERENCES: List 1 non-related reference**

**NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_

*PLEASE RETURN PAGES ONE & TWO OF THE COMPLETED APPLICATION TO*  
**BOSTON PUBLIC LIBRARY**  
**LITERACY SERVICES**  
**65 WARREN STREET**  
**ROXBURY, MA 02119**

**BOSTON PUBLIC LIBRARY  
LITERACY SERVICES VOLUNTEER  
DESCRIPTION**

**RESPONSIBILITIES OF SMALL GROUPS VOLUNTEERS:**

1. Attend Orientation
2. Use library materials as directed to prepare students in small groups. A basic lesson plan will be introduced at Orientation.
3. Tutor at least 2 hours per week. Suggested preparation time is an additional one hour per week.
4. Notify Coordinator of Literacy Services of any help that is needed, such as, if materials are too difficult for students, your schedule changes, and other types of important matters.
5. Notify Coordinator of Literacy Services to seek solutions to issues that may arise.
6. Encourage students to attend additional English as a Second Language/Adult Basic Education classes to help support your tutoring. The Coordinator can provide this type of information
7. Complete necessary reporting forms and participate in program evaluation.
8. Work with Literacy Center staff and students to set up a schedule.
9. Notify Literacy Center staff and students if you cannot attend your session. Students are instructed to contact you of nonattendance as well. Communication is very important and necessary.

**RESPONSIBILITIES OF ESL CONVERSATION GROUPS VOLUNTEERS:**

1. Attend Orientation
2. Read newspapers, listen to radio, watch television to gather information on popular current topics. Books with suggestions are available in all BPL libraries. Bring a dictionary and/or thesaurus, if you wish
3. Speak slowly. Be prepared to write out words on paper or a dry erase board
4. Keep the conversation moving around the table
5. Refrain from discussing "hot button" topics, such as, religion and politics, or from promoting or advocating a cause or event. The comfort of everyone in your group is important
6. Notify Coordinator of Literacy Services of any help that is needed, such as, to seek solutions to issues that may arise
7. Encourage students to attend additional English as a Second Language/Adult Basic Education classes to help support your tutoring. The Coordinator can provide this type of information
8. Complete necessary reporting forms and participate in program evaluation.
9. Work with Literacy Center staff and students to set up a schedule.
10. Notify Literacy Center staff and students if you cannot attend your session.

**QUALIFICATIONS:**

1. Minimum requirement: high school diploma or GED.
2. Ability to pass a CORI check.
3. 21 years of age or older.

4. Ability to work with adults without regard for racial groups, nationalities, ethnic groups, religions, and creeds.
5. Ability to work well with adult learners.
6. Ability to create a comfortable, responsive, and non-threatening learning environment for students and conversation participants.
7. Ability to read, write, and communicate clearly, accurately, and effectively.
8. Interest in making learning fun.
9. Willingness to adhere to the Boston Public Library's policies and procedures.

**COMMITMENT:**

**One year. We understand that personal matters have to be attended to and that vacations are planned in advance. However, please be mindful that continuity aids in learning. Frequent disruptions in schedules may be interpreted as disinterest to commitment.**