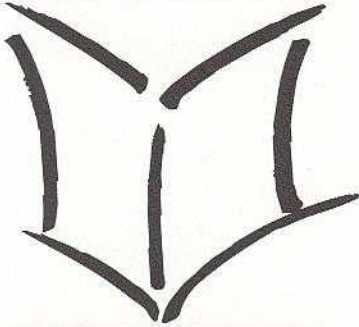


BERKELEY



READS

**Berkeley
Public Library**

**West Branch
Program Office**

1125 University Avenue
Berkeley CA 94702

510-981-6299
fax: 510-841-1813

berkeleyreads@berkeleypubliclibrary.org
www.berkeleypubliclibrary.org

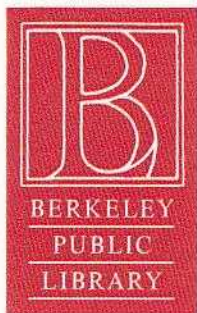
Dear Friend,

Thank you for your interest in the Berkeley Reads Adult and Family Literacy Program. Our program provides free tutoring for adults who want to improve their basic reading and writing skills. We also provide free training for volunteers who want to tutor adults. We ask all volunteers to complete our tutor training orientation and workshop.

We need one-to-one volunteer library literacy tutors, computer lab tutors, and family literacy outreach assistants. Enclosed are volunteer job descriptions for these opportunities and the schedule for our next orientation and tutor training workshop. If you are interested in attending the orientation and training, or if you have any questions about our program, please call us at 510.981.6299.

Sincerely,

Linda Sakamoto-Jahnke





BERKELEY READS
BERKELEY PUBLIC LIBRARY ADULT & FAMILY LITERACY PROGRAM



TUTOR APPLICATION

1125 University Avenue
Berkeley, CA 94702
510.981.6299

OFFICE USE	Rematch <input type="checkbox"/>
Tutor Orientation / Training Date: _____	
Computer Lab?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name: _____ Date: _____

Address: _____
Street City Zip Code

Home Phone: _____ Work Phone: _____

Email Address: _____

Employer/Job Title: _____

I found out about Berkeley Reads from: _____

I think being a tutor means: _____

I would like to gain: _____

When would you be available for tutoring? Please fill in AM and PM hours of availability:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

Please describe your work schedule: _____

Do you have previous experience tutoring adults? (If yes, please describe.) _____

Please list any community affiliations (organizations, clubs, etc. to which you belong): _____

Please describe any special skills and/or interests: _____

In addition to tutoring, would you be interested in volunteering in other ways? (check all that apply): _____

Publicity _____ Telephoning _____ Special Events _____ Tutor Training _____ Clerical _____ Other _____

Comments/Special Needs: _____

The following information is needed for statistical purposes only and is confidential:

Gender _____ Birth Date _____ Age _____ Race _____

BERKELEY READS - VOLUNTEER JOB DESCRIPTION

Job Title

Library Literacy Tutor

Time Commitment

You must be willing to tutor two to four hours per week for a minimum of six months.

and

Attend periodic in-service trainings and conferences to assist you in planning your tutoring session.

Duties

Assess an adult learner's ability and needs.

Plan and schedule tutoring sessions.

Meet regularly and punctually with learner.

Keep records of learner's activities and progress.

Stay in touch with Berkeley Reads:

- Report back to Student/Tutor Coordinator after first tutoring session
- Notify Student/Tutor Coordinator if problems arise
- Turn in Monthly Tutor Reports to the Berkeley Reads office
- Arrange tutoring sessions
- Must be willing to exchange telephone numbers

Qualifications

Volunteers must be able to read and write the English language, be familiar with and able to use library resources to prepare lesson plans, and have strong organizational skills. In addition, volunteers should enjoy working in a one-to-one relationship with adults. Good communication skills, especially listening, are a must.

Training

Initial training includes a two-hour orientation session, and three training workshops. All sessions are held at the West Branch of the Berkeley Public Library in the meeting room. Additional in-service workshops are offered quarterly.

The Berkeley Reads program uses an eclectic approach to tutoring. Training methods include a wide variety of material that allows the tutor to prepare individualized lesson plans tailored to meet the unique needs of each adult learner. Phonics, basic sight words, comprehension, vocabulary building and critical thinking will be thoroughly covered in the training.

Importance of This Job to the Library

Volunteers are the essence of the Berkeley Reads Program! The unique service that literacy tutors provide makes it possible for the library to reach the community.

BERKELEY READS - VOLUNTEER JOB DESCRIPTION

Job Title

- Computer Learning Lab Tutor

Description

- Has completed tutor training
- Supports the computer lab at least once a week, for 2 hours, for a period of at least 6 months
- Helps students achieve their literacy goals

Additional Qualifications

People Skills

- Is open, calm, patient and friendly
- Able to listen and respond to a student's needs
- Able to assist without intruding

Computer Skills

- Microsoft Word
Knows how to create a new document in MS Word and save to a flash drive.
- Email
Knows how to set up an email account on yahoo! or Gmail and to use email.
- Internet
Knows how to perform Internet searches on Google or Bing
- Knows how to use Spell It Deluxe and other literacy software
- Knows Windows
- Becomes familiar with the Berkeley Reads Computer Lab lessons, especially How to Use Word Processing (Keystrokes), How to Use Email, and How to Use the Internet

BERKELEY READS - VOLUNTEER JOB DESCRIPTION

Job Title

- Family Literacy Outreach Assistant

Description

- Conducts monthly/quarterly children's story time at a designated local agency that serves low-income and disadvantaged families with children under the age of 5 years - for example; HeadStart.
- Story time will consist of the reading of an appropriate age-level children's book (Coordinator will select title); follow-up activities if you choose, such as arts/crafts or songs, etc.; and the distribution of free children's books to those children in attendance (if book inventory exists.)
- Help students achieve their literacy goals

Qualifications

- People Skills
- Likes children!
- Comfortable reading aloud to kids
- Experience working with children beneficial

I want to learn how to read and
write. Because I can better
myself. Get a job that
I will like and also
to feel better about my self
so hopeful EVERYTHING
will work for the best
Always. God will now the
rest of skills.

I want to learn about to read
and explain to my son the sentences
about my reading and speaking more clearly
and learn more so my son can
be proud of me and I can be
happy for what I am doing and be
excited excited.

I glad you are trying to help me, because i really need help on me reading, it bad a person my age can't read as good as i should. But with your help i hope to get better. Because a person my age fine it is bearing when a little kid ask you to read something and they can read better then you.

Adult Literacy in Berkeley, CA.

What is Literacy?

Literacy is the ability of an individual to read, write, and speak in English, and compute and solve problems at levels of proficiency necessary to function on the job and in society, and to develop one's knowledge and potential to achieve one's goal.
(National Institute for Literacy/San Diego Council on Literacy)

Why is adult literacy important in Berkeley?

An estimated **16,149** Berkeley residents over the age of 16 function at the lowest literacy level. That means that **16,149** Berkeley residents over the age of 16 are unable to locate an intersection on a map, locate employee benefit eligibility from a table, or locate two pieces of information in a sports article. Adults with limited literacy skills faced challenges in their youth that inhibited them from developing strong literacy skills, such as lack of opportunity due to social promotion at school, being forced to act as caretaker or financial provider for family, using drugs/alcohol, or having an undiagnosed learning disability
(Comprehensive Adult Student Assessment System: Synthetic Estimates of Adult Literacy Proficiency)

How does low literacy affect me?

- ❖ **\$73 billion** is the annual nationwide cost of low literacy skills in the form of longer hospital stays, emergency room visits, increased doctor visits, and increased medication.
(Academy on Aging Society)
- ❖ **65% of adult prisoners** nationwide are functionally illiterate.
(Correctional Education Association)
- ❖ **33% of children in California** will not finish high school.
(California Department of Education)
- ❖ **50% of all unemployed adults in the United States** possess limited literacy skills. Approximately **43% of these adults** are living in poverty.
(National Institute for Literacy)

How can I help?

- ❖ Become an adult literacy tutor or volunteer
- ❖ Become an adult literacy advocate
- ❖ Make an in-kind donation of office supplies or services
- ❖ Make a tax-deductible donation
- ❖ Learn more about adult literacy

For more information on how to improve adult literacy in Berkeley, call Berkeley Reads, the Adult & Family Literacy Program of the Berkeley Public Library at 510.981.6299