



## ADULT LITERACY PROGRAM VOLUNTEER DESCRIPTION

Time Commitment: approx. 3 hours a week at the **West End Literacy and Learning Program (WELL)**; the WELL Program's hours are Monday-Thursday, 1-4 pm.

Location: Harvey Smith Library, 999 Sargent Ave.

### Duties and Responsibilities:

Enrich other adults' lives through helping develop the essential skill of literacy! Winnipeg Public Library's WELL Program is a Government of Manitoba certified Adult Literacy Program serving Stage 1 and 2 adult learners. Volunteer tutors support the Instructor in assisting learners to reach their goals.

Duties include the following responsibilities:

- Check in with the Instructor on arrival for that day's needs.
- Follow the direction of the Instructor as to learning plans for the day. Duties may include one-on-one or small group support in reading, writing, numeracy, computer tasks, and other.
- Take on role of classroom helper when no learners require one-on-one support that day (e.g. photocopying, filing, or other as needed).

### Skills and Qualifications:

- Must be a minimum of 18 years of age.
- Mature, reliable, and able to work independently.
- Friendly, welcoming, respectful, and have a positive attitude.
- Able to follow directions from the Instructor and have excellent communication skills in English (reading, writing, speaking).
- A commitment to, and genuine interest in, serving the needs of diverse adult learners.
- Able to undergo a Criminal Record Check, with Vulnerable Sector Search, on request of Winnipeg Public Library.
- Able to provide own transportation to the program site.

### Training and Criminal Record Checks:

- Must have completed the Volunteer Applicant Screening Process that includes an application (see [winnipeg.ca/cms/volunteers.stm](http://winnipeg.ca/cms/volunteers.stm)).
- Must provide a Criminal Records Check (with Vulnerable Sector Search) from the Winnipeg Police Service when a placement is ready. Criminal Record Checks must be current – within the last three months.
- Volunteers will receive an orientation prior to beginning their placement.

Accountability:

Volunteers must:

- Report directly to the Instructor.
- Undergo an in-person orientation, at a mutually agreeable time, with an Outreach Librarian.
- Call the Instructor if they are unable to fulfill a shift or are no longer available to volunteer.
- Commit to at least 4 months, at least once a week.
- Communicate any questions or concerns about the program to the Instructor, or to the Library's Administrative Coordinator responsible for Adult Programming.
- Complete a Criminal Record Check, including vulnerable sector search, before being placed in the program.