



Literacy Volunteers – Androscoggin

Information for Prospective New Tutors

If you are interested in helping a non-reading adult to gain the skills needed to function effectively in daily life, here is a summary of the program of Literacy Volunteers, in which you may wish to participate.

- 1) You need to learn the simple but effective methods for teaching reading to adults that have been developed by Literacy Volunteers. This is done in the Basic Reading Tutor Training Workshop, which is offered by all Literacy Volunteer affiliates. It involves twelve hours of training, given over two, 6-hour sessions. We generally hold workshops on two consecutive Saturdays or two consecutive weekdays from 9:00AM to 3:00PM. The workshop entails a step-by-step description of teaching methods, review of tutor materials, and role-play. Sessions are limited to 12 people so that all may actively participate.
- 2) The trained workshop leader receives no fee for services, and usually no charges are made by the affiliate; however, there is a \$20.00 fee to cover the cost of materials, plus your tutor workbook.
- 3) When you have completed the workshop, the affiliate will match you with a student. You will have the right to accept or reject a particular student. We ask that you make a commitment to meet with your student for at least one hour per week for a period of one year.
- 4) We do not tutor students in their homes. Students and tutors meet in a neutral location such as a library or community room. This provides safety for both parties and provides a positive learning environment, free of distractions. The student's preferred location for lessons will be included on their intake.
- 5) This program is free to students, most of who could not afford to pay for the large number of sessions that they would require with a private tutor. Tutors may keep track of mileage and other legitimate expenses for this volunteer work and use these as deductions for IRS. The service is confidential so that students need not fear embarrassment.
- 6) When you have finished training and begun tutoring, you will also be a member of the affiliate that trained and matched you. This will be your support group to provide friendship, specific help, and in-service training.



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Brief History and Statement of Purpose: Established in 1974, Literacy Volunteers-Androscoggin (LV-A) has been serving the residents of Androscoggin County for 42 years. We became an accredited affiliate of ProLiteracy America (formerly Literacy Volunteers of America) in 2001. LV-A was an all-volunteer organization until 1996, when it became a United Way Agency and hired a director. Since 1996, the agency has grown from one basic literacy program serving 10 students, to five literacy programs serving an average of 200 people per year. These include:

- Basic Literacy
- Family Literacy
- English for Speakers of Other Languages
- English Conversation Partners
- HiSet Preparation

We recruit, train, and support volunteers from the community to provide one-on-one instruction for adults and families with low literacy skills. *Our mission is to provide free, one-on-one tutoring and other educational services to help adults and families in Androscoggin County acquire the basic reading, writing, and math skills they need to enhance their lives and achieve their personal goals.*

Brief Overview of Programs, Services, and People Served: As referred to above, LV-Androscoggin provides five literacy programs. All programs are designed to serve those in the two lowest literacy levels (6th grade and lower) who have difficulty learning in a traditional classroom setting. All are learner centered, i.e.: based on the student's goals and learning style. Tutors primarily use practical, everyday materials that are pertinent to student goals, such as driver's manuals, job applications, grocery fliers, etc. Using materials that are relevant to students' day-to-day lives helps significantly with comprehension and retention, thus they are able to meet, and often surpass their goals.

Overall, 109 volunteers gave 11,351 hours to serve 204 people during our 2017/2018 program year for a value of \$340,530 to the community.

Tutors must complete a 12-hour, basic tutor training workshop before being matched with a student. All four of our trainers are professional educators who volunteer their time for us. Follow-up support is provided through mentoring, continuing education workshops, and monthly phone calls from agency staff.

Potential students are tested through Adult Ed to determine their reading level, then are matched with a tutor appropriate to their needs as soon as one becomes available. Each student develops a goal sheet with the help of the director, and from there, the learner and tutor work together to achieve these goals. Tutors are asked to meet with their students a minimum of an hour per week, or two hours in the case of family literacy, for at least one year. Many tutors and students meet more than this.



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LV-A Programs

Basic Literacy: offers individuals 18 and older free, confidential, one-on-one tutoring in basic reading, writing, and math skills, based on their goals and skill level.

HiSet Preparation: provides one-on-one tutoring for individuals who are struggling with a specific subject area of the HiSet test.

Knowledge as Power Family Literacy: is a home-based program that provides one-on-one tutoring for both parents and children, along with intergenerational activities, resource, and parenting information. The program serves high-risk, low-income families, preferably with children who are age 8 or younger.

On a weekly basis, an LV tutor and child educator go into a participating family's home as a team. During the first hour, the tutor works with the parent on his/her educational plan while the child educator engages the child in activities that address his/her developmental needs. Everyone comes together during the last hour to learn simple, educational activities that parents will easily be able to do with their children independently. For example: parents learn to use the library, read to their children, and turn everyday activities, such as cooking, into learning opportunities. This is a partnership program with Auburn Adult Education.

English for Speakers of Other Languages: is similar to basic literacy, but also includes cultural information (and often field trips to the grocery store, bank, etc.) and English conversation in order to help the student navigate an American environment.

English Conversation Partners involves one-on-one meetings between native English speakers and ELL students. Partners help ELL students improve their pronunciation and intonation while teaching important colloquial expressions and other useful vocabulary. Both participants are involved in a "cultural exchange." This means the opportunity to learn about differing cultural ideas and life experiences, while explaining about one's own culture and customs. Partners converse on topics that are of interest to them and are also able to participate in a variety of "life skills" and recreational activities together.

English Conversation for the Workplace Classes are available for English Language Learners who need spoken language and cultural information to succeed in the American workplace. Classes are held two hours per week in.



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ProLiteracy Worldwide

ProLiteracy Worldwide is a nonprofit, 501(c)(3) educational corporation—the largest organization of adult literacy providers in the world. It advocates for adult learners in the international, national, state, and local arenas, and supports the organizations and agencies that serve them. Headquartered in Syracuse, NY, ProLiteracy consists of three divisions:

ProLiteracy America is the U.S. Programs Division of ProLiteracy Worldwide. Its network of 1,200 affiliates in all 50 states and the District of Columbia provide adult learners with one-on-one or small-group instruction in English reading, writing, math, and comprehension skills in their home communities. ProLiteracy America supports these programs in many ways:

- technical assistance and training for program managers, instructors, and volunteers;
- an annual conference featuring national adult literacy experts;
- an accreditation system to ensure consistent and high quality instruction through local literacy programs; and
- a certification system for trainers of instructors.

The **International Programs Division** works with 114 grassroots organizations in 59 countries in Africa, Asia, Latin America, and the Middle East to advance global literacy and development initiatives. ProLiteracy provides partner programs with direct grants, technical assistance, and conferences. It also provides partners with materials and training based on its unique *Literacy for Social Change* approach, which merges literacy instruction with projects to improve a community's environment, address health or human rights issues, work to end conflict, or support education or economic development efforts. By combining local-language learning with action programs, adults and their families work to meet basic needs, transform their communities, and find solutions to issues related to health, AIDS, economic self-sufficiency, use of natural resources, schools, and peace.

New Readers Press (NRP), is the award-winning publishing division of ProLiteracy Worldwide. NRP works with authors, educators, and top-name consultants to develop instructional materials and resources supporting instructors and volunteer tutors who work with older teens and adults at basic literacy through GED levels and English-as-a-second-language students. One of NRP's most widely read publications is its weekly newspaper for adult new readers, *News For You*.

ProLiteracy Worldwide receives little government funding, relying instead on revenue from its publishing division and on the generous support of individuals, foundations, corporations, and community groups.