

# 2018-19 ORIENTATIONS & WORKSHOPS

PLEASE CALL IN ADVANCE TO REGISTER: (910) 251-0911

<b>CFLC 101 - 2018</b>	<b>FREE</b>
November 1 <sup>st</sup> , 1-2:30	
December 5 <sup>th</sup> , 11-12:30	

<b>Adult Literacy Workshops – 2018 and 2019</b>		<b>\$20*</b>
<b>Schedule:</b>		
<b>Month</b>	<b>Days</b>	<b>Time</b>
November 2018	5 <sup>th</sup> , 7 <sup>th</sup> , 12 <sup>th</sup>	1 - 4 pm
January 2019	14 <sup>th</sup> , 16 <sup>th</sup> , 21 <sup>st</sup>	6 – 9 pm

\*If you are taking the Workshop to tutor at another organization instead of CFLC, the fee is \$50.

## WAYS TO VOLUNTEER AT CFLC

Tutoring Opportunities	Description	Prerequisite	Commitment
Adult Literacy Tutor	Help an adult learner develop his/her literacy or math skills. Tutor Training prepares you with teaching strategies and useful resources. The Adult Literacy program staff provides on-going support.	Attend CFLC 101 (recommended not required); complete 9-hour AL Tutor Training and on-line component; no teaching background necessary	Twice per week (1.5 hours each session) for at least 6 months
ESL Instructor/Tutor	Help an adult improve his/her English proficiency by teaching a class or tutoring one-on-one. Tutor Training prepares you with teaching strategies and useful resources. The ESL program staff provides on-going support.	Attend CFLC 101 (recommended not required); complete 9-hour ESL training; observe 2 classes. Speaking another language and/or teaching background are not necessary	Once or twice per week (1.5-2 hours per session) for at least 6 months
Non-Instructional Opportunities	Description	Prerequisite	Commitment
Library Organization	Help keep the library organized and current, re-shelf books and maintain the displays	Attend CFLC 101 and meet with AL Director	4-6 hours each month
Administrative Tasks	Staff the reception desk and complete administrative duties such as answering phones, interacting with walk-in clients, assisting students in the computer lab and library and providing general support to staff	Attend CFLC 101 Basic computer knowledge Strong interpersonal skills	4-6 hours each month
Bulk Mailings	Address envelopes, fold newsletters, apply labels, stuff/seal envelopes, organize items	Meet with Volunteer Coordinator	Notification is sent 4 weeks prior to mailing
Community Outreach	Help staff booths at fundraising and community awareness events, distribute flyers, advocate for Literacy Council at community clubs and organizations	Attend CFLC 101 and meet with the Program Directors	Varies according to event
Special Events	Solicit and collect donations, serve on a committee, help prepare for event by organizing supplies, and work the event ( <i>includes Gala, Luncheon, and Spelling Bee</i> )	Meet with Volunteer Coordinator	4 to 6 hours, depending on event