

2019 ORIENTATIONS & WORKSHOPS

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

| CFLC 101 - 2019 | | FREE |
|---|--|-------------|
| Monday, January 7 th , 11 am - 12:30 pm | Wednesday, July 10 th , Open House, 11 am, 6 pm | |
| Wednesday, February 6 th , 1 - 2:30 pm | Tuesday, August 6 th , 1 - 2:30 pm | |
| Wednesday, March 6 th , 6 - 7:30 pm | Wednesday, September 4 th , 6 - 7:30 pm | |
| Wednesday, April 3 rd , 11 am - 12:30 pm | Thursday, October 3 rd , 11 am - 12:30 pm | |
| Tuesday, May 7 th , 1 - 2:30 pm | Monday, November 4 th , 1 - 2:30 pm | |
| Monday, June 3 rd , 6 - 7:30 pm | Wednesday, December 4 th , 11 am - 12:30 pm | |

| ESL Workshops | | | \$30* |
|----------------------|--|--------------------|--------------|
| Schedule: | | | |
| Month | Days | Time | |
| January 2019 | 8 th , 9 th , 10 th | 9:30 am - 12:30 pm | |
| May 2019 | 21 st , 22 nd , 23 rd | 6 - 9 pm | |
| September 2019 | 10 th , 11 th , 12 th | 1 - 4 pm | |

| Adult Literacy Workshops | | | \$20* |
|---------------------------------|--|---------------------|--------------|
| Schedule: | | | |
| Month | Days | Time | |
| January 2019 | 14 th , 16 th , 21 st | 6 - 9 pm | |
| March 2019 | 11 th , 13 th , 18 th | 10 am - 1 pm | |
| June 2019 | 10 th , 12 th , 17 th | 1 - 4 pm | |
| September 2019 | 16 th , 18 th , 23 rd | 6 - 9 pm | |
| November 2019 | 5 th , 7 th , 12 th | 10 am - 1 pm (T/Th) | |

**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 |