

Volunteer Opportunity

Fresno County Public Library is now accepting applications for qualified volunteers to work with the Literacy Services Center **Assessment Team** to help Adult Fresno County residents to reach their literacy goals and to use library services effectively.

Libraries are ideal settings for literacy services. They are easy to access in communities and provide comfortable, information-rich environments where new readers can thrive. The service is provided confidentially and free of charge in the non-threatening library environment—crucial qualities in attracting these hard-to-reach adults who don't have the skills and/or comfort level to attend traditional classroom-based programs.

Position Description

Assessment Team Members work as representatives for the Literacy Services Center for a minimum of one hour per week. Primary duties include meeting adults 18 and over and informing them of the services available through the Literacy Service Center. As a first contact for the Literacy Services Center, **Assessment Team Members** interview and assess learner's needs to make a determination of their qualifications to receive services through the Literacy Services Center or to make recommendations for community referrals.

Qualifications

Must be over 18 years of age and possess a minimum of a high school diploma or equivalent. Must be flexible, mature, and patient, possess good communication skills, and be able to work with people from diverse backgrounds. In addition, **Assessment Team Members** must be able to commit to a minimum of three months, four hours per month.

Schedule

Scheduling is flexible, determined by the **Assessment Team Members** and coordinated with the local branch staff and Literacy Services Center.

Duties

- Inform the public and library staff about the services available through the Literacy Services Center.
- Perform informal assessment interviews to determine program eligibility and advise in developing learners sixth month plans.
- Maintain proper documentation of work completed and submit daily reports.
- Communicate with Literacy Services Center staff, branch staff, and volunteers.

Training

Free training and ongoing support from the Literacy Services Center staff and volunteers.

Materials

Extensive resources and materials are available through the Library collection and the Literacy Services Center.