

Volunteer Opportunity

Fresno County Public Library is now accepting applications for qualified **Conversation Circle Facilitators** to work with the Literacy Services Center to help Adult Fresno County residents in developing their conversational English skills and connect to resources through the library.

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

Conversation Circle Facilitators work in small groups with adult learners 18 years and older. They meet in libraries or public places a minimum of one hour per week. They facilitate conversational activities, ice breakers, and small objective lessons related to conversational English skills. They plan activities, communicate progress, track attendance, and report information to Library staff and volunteers working with the Literacy Service Center.

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, **Conversation Circle Facilitators** must be able to commit to a minimum of ten weeks, approximately three hours per week (1 hour facilitating group activities, 1 hour of preparation time, and an additional hour for travel and communication with the Literacy Services Center).

Schedule

Conversation Circles are scheduled for ten week session tracks.

10 weeks	January-March	10 weeks	April-June
10 weeks	July-September	10 weeks	October-December

Duties

- Plan activities for assisting learning.
- Tutor adults in reading, writing, spelling or mathematics.
- Document progress and submit simple weekly reports.
- Communicate with Literacy Services Center 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.