

Volunteer Opportunity

Fresno County Public Library is now accepting applications for a qualified volunteer to work with the Literacy Services Center as a **Branch Liaison** 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

Branch Liaisons work with Library branch staff, Literacy Services staff, and volunteers to coordinate schedules, and communication for adult and family literacy activities. As **Branch Liaison** it is your responsibility to ensure other branch volunteers conduct literacy activities appropriately, adhere to rules and regulations, and communicate with Library staff and 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 organized, self-directed, possess good communication skills, and be able to work with people from diverse backgrounds. In addition, **Branch Liaisons** must be able to commit to a minimum of six months, approximately four hours per week.

Schedule

Scheduling is flexible, determined by the **Branch Liaison**, Literacy Services Center, and volunteers.

Duties

- Maintain roster of active volunteers and program participants.
- Monitor schedule of activities and communicate with branch staff to coordinate support for learning.
- Monitor documentation to ensure all activity is reported accurately and timely.
- Communicate with Literacy Services Center staff and volunteers.
- Assist in organizing and facilitating regular team meetings.

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.