

## Volunteer Opportunity

Fresno County Public Library is now accepting applications for qualified **Volunteer Navigators** to work with the Literacy Services Center 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

**Volunteer Navigators** work one-on-one with adult learners 18 years and older. They meet in libraries or public places a minimum of one hour per week. They assist learners in reaching various literacy goals that fit in any or all of the following four domains: **life-long learner, family member, worker, and citizen**. **Volunteer Navigators** help learners develop learning goals, create weekly lesson plans, track and report learner progress, and communicate with 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, **Volunteer Navigators** must be able to commit to a minimum of six months, approximately three hours per week (1 hour of tutoring, 1 hour of preparation time, and an additional hour for travel and communication with the Literacy Services Center).

### Schedule

Scheduling is flexible, determined by the **Volunteer Navigator** and learner.

### Duties

- Develop learning goals, plan activities for assisting learning.
- Mentor adults in goal setting, and assist in acquiring new skills in reading, writing, math, research, personal advocacy, and other life skills.
- Document progress and submit simple weekly reports.
- Communicate with Literacy Services Center staff and volunteers.
- Attend 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.