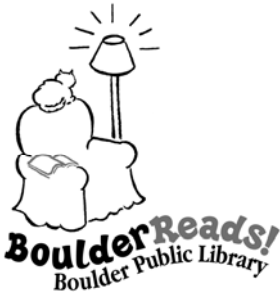


BoulderReads! Tutor Application

For Office Use Only



Student Offered Date Outcome

Name _____ Nickname _____

Phone (Home) _____ (Work) _____ (Cell) _____

Address _____ City _____ Zip _____

Employer _____ Title/Position _____

I am a: (circle all that apply) **Adult Senior Parent Grandparent** Email Address _____

I would also help with: (circle all that apply) **Office Help Special Events** Date of Birth _____

Educational Level Completed _____ Educational Emphasis _____

Special Skills, interests or hobbies _____

We are sorry, but if you have been convicted of a felony, we cannot accept your application to volunteer.

What do you hope to give and gain as a tutor?

Emergency Contact Information

Name _____ Phone _____

Please list two references who are not relatives or current employers

Name _____ Phone _____ Relationship to you _____

Where did you hear about our program? _____

I am available to tutor at these times:

	M	T	W	Th	Fr	Sa	Su
Before 9:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Morn 9-11:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch 11-1:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aftern 12-4:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dinner 4-7:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eves 6-9:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Meeting place choices (number 1st three choices)
 Boulder (Main Library, Reynolds, Meadows)
 Lafayette Other _____

All volunteers are interviewed before admission to the training. A postcard with upcoming training dates and interview procedures will be mailed to you. Please complete both sides of the form and mail to:

BoulderReads!, P.O. Drawer H, Boulder, CO 80306

Phone: (303) 444-5599 www.boulderreads.org

Thank you for your interest in our program!

BoulderReads!

Discover the power and joy of reading

Tutor Services Description and Volunteer Agreement

To serve as a BoulderReads! volunteer, we ask that you commit to:

- Volunteering for at least six months.
- Carefully planning your lessons each week.
- Meeting consistently with your student twice a week for 1 ½ to 2 hours per meeting.
- Being on time for your tutoring sessions.
- Completing the entire 12 ½ hour initial training.
- Abiding by BoulderReads! policies and procedures as outlined in the tutor manual.
- Maintaining student confidentiality.
- Attending periodic tutor continuing education sessions.
- Submitting monthly reports on your student's progress.
- Notifying the program immediately with any changes of address or phone, or changes in the status of your tutoring.
- Submitting a summary of the work you did with your student upon the conclusion of your time together.
- Attending special events that support the program.
- Promoting computer literacy as an important part of your student's education.

We have found that a successful tutor is organized, patient, reliable, respectful, flexible and has integrity. A genuine love for reading and a good sense of humor are definitely desired.

BoulderReads! appreciates your readiness to share your love of reading with another person and the commitment you are offering to make. Without interest from people like you, our program would not exist. Thank you for helping us support literacy in Boulder County.

Statement of Agreement:

I am interested in serving as a volunteer. I am prepared to receive training and to devote the agreed-upon time for at least six months. I will hold BoulderReads! and the Boulder Public Library harmless should any unforeseen incident or circumstance occur while I am working as a volunteer. As a volunteer, I understand that BoulderReads! may conduct a criminal background check. I grant permission for such a check. I also give the BoulderReads! staff permission to contact the references listed on my application.

I have read the tutor volunteer services description and agree to the commitment described. I understand that BoulderReads! might not be able to use my services as an adult literacy tutor and that my relationship as a tutor for BoulderReads! might be terminated at any time and for any reason, without explanation.

Name (please print) _____

Signature: _____ **Date** _____

BoulderReads! Tutoring Options

Please read this carefully!

Shortly after you begin our tutor training you will be asked to decide which component of our program interests you the most. Your choices will be to tutor in our library-based program, our jail-based program, or our family literacy program. These three options require a 13-hour training and all focus on *literacy* skills—reading and writing. Although many of our students are non-native English speakers, these students come into the program with English communication skills that are sufficient for them to be focusing on reading and writing in English (even when they are not literate in their first language). Students are expected to attend two 1½ hour tutoring sessions each week. Tutors may opt to tutor only once a week, although twice a week is preferable.

We always try to match tutors during or immediately following the tutor training and generally 95% of our tutors are offered a student within three months. However, we often have a waiting list of students as well as a waiting list of tutors due to the number of variables involved in making the perfect match. We look not only at tutors' and students' schedules but also at preferred tutoring locations, interests and backgrounds, preference of gender/age, and even generally try to match people according to personalities. For example, one student might benefit from a no-nonsense tutor who demands that they meet at the same time every week more or less without fail, where another student might benefit from a tutor who is much more flexible and able to tolerate changing appointment times from month to month. If you are not matched immediately please don't assume it is because we don't plan to match you! If you were invited to the training, it means we think you will be a good tutor and are wanting to give you a student as soon as your perfect match comes along. Please check with us if you have questions about this.

Library-based program:

This is the most flexible option because we match you to a learner whose schedule matches yours. You would meet with your learner once or (preferably) twice a week at the library or libraries of your choice, for 1½ hours. With planning time this is a 2-4 hour per week commitment. You may choose one of the three Boulder libraries (Main branch, Meadows branch, or George Reynolds branch) or the Louisville or Lafayette libraries.

Family-literacy program:

In this program each tutor works with a mother or father of a child enrolled in Boulder Valley Schools. This tutoring is conducted at University Hill Elementary School at 16th and Broadway, across from the University. Tutors meet with their students from 5 – 6:15 p.m. on Tuesday and Thursday evenings. As in the jail program, we serve as a partner in the family literacy program. This means that we have to be flexible and able to support the needs not only of our learners but also of the other partners including the elementary school, the Title I office, Headstart and Colorado Preschool Project, the National Center for Family Literacy and others. Tutoring in this program is not quite as autonomous and flexible an experience as is tutoring in the library-based program, but it is a more social environment than our other tutoring situations.

Boulder County Jail:

This requires a more rigid and consistent schedule, although it works well for people who travel at particular times every year. You would work once or (preferably) twice a week for two hours and would generally be meeting at the same time that other tutors meet with their students at the jail. Most often, tutors meet with their learners Monday, Tuesday, Thursday or Friday (the tutor will choose which two days each week they would like) and they generally choose from the following shifts (with some variation, depending upon how many tutors are working at the jail currently): 8:30-10:30 a.m. or 1:30-3:30 p.m.. **It is important for people who are considering tutoring at the jail to consider carefully whether or not this is the right environment for them.** Since we are partnering with the jail to serve their inmates and since we are going into their facility, it is paramount that we follow their rules. For some tutors this has been difficult in the past because the rules and procedures for safety and security seem excessive to some people. Our job at the jail is to tutor our adult learners, and if that means that we abide by rules which may not seem as critical to us as to the jail staff, that is the way it goes-- we MUST abide by those rules. The jail is an authoritarian environment; anyone who would chafe at that kind of environment SHOULD NOT APPLY TO TUTOR AT THE JAIL! The other unique thing

about tutoring at the jail is that the inmates come and go much more than the adult learners in our library-based program because they are generally at the jail only until they are sentenced. A tutor at the jail sometimes works with an inmate only once before he goes somewhere else; other times a tutor may work with an inmate for several weeks or even several months. If you choose to tutor at the jail you will be asked to attend a two-hour orientation conducted at the jail for incoming volunteers. This is in addition to the regular BoulderReads! tutor training that all new volunteer tutors attend.

Computer Coach:

Computer coaches usually work with adult learners who have just enrolled in BoulderReads! and are waiting to be matched to a literacy tutor or who simply want to increase their computer skills. The job of the computer coach is to acquaint the adult learner with the BoulderReads! computer lab and to teach the adult learner basic computer skills or to work with the students on some of the educational software programs. This is approximately a 1½ hour per week commitment for each adult learner served, and will last as long as is mutually agreeable.