



Portage County Literacy Council

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VOLUNTEER OPPORTUNITIES

The Portage County Literacy Council is a 501(c)3 nonprofit organization that began in 1986. Our mission is to help Portage County adults develop the basic math and English literacy skills necessary to achieve economic self-sufficiency and community integration. We are looking for volunteers to work with us in the following positions:

Tutors - Volunteer tutors are matched with adult learners for one-to-one tutoring. Tutors must be willing to commit to at least a 6-month volunteer position. Most tutor-learner pairs meet once a week in a public space for one to two hours.

- *English Language Tutors:* Teach English language learners (ELL) how to read, write, and speak English and engage in the community.
- *ABE Tutors:* Teach adult basic education learners basic language and math skills.

Curriculum Volunteers - Help review, assemble, and prepare lesson plans and activities for use in classes and tutoring. Potential focus areas include ABE, ELL, computer skills, job and workplace skills, citizenship, and school communications.

Administrative Volunteer - Administrative volunteers provide office support. This may include filing, making copies, entering information into a database, organizing learner materials, and/or other activities.

Event Volunteer - Event volunteers help plan, promote, and carry out the PCLC's biggest fundraising event, Unscrabble. The event takes place each April.

Marketing Volunteer – Select volunteers with video, radio, print, and other design experience will be chosen to assist in creating promotional materials for the PCLC. Interested volunteers should submit 1 or 2 samples of their work.

Qualifications:

1. The ability to commit to a regularly scheduled volunteer opportunity
2. Respect for ABE and ELL learners and people with diverse backgrounds

Get started today by calling 715-345-5341 or emailing pocolit2013@gmail.com.