



Jersey City Library • Literacy Program
472 Jersey Avenue • Jersey City • New Jersey 07302
Tel: 201-547-4518 Fax: 201-435-5746
E-mail: literacy@jclibrary.org



Dear Prospective Literacy Volunteer:

Thank you for inquiring about the Literacy Program. You will be joining a team of dedicated individuals who are interested in helping adult learners achieve their literacy goals.

All volunteers must complete an 18-hour tutor-training workshop, which includes basic literacy and English as a Second Language (ESL) instruction. During the training, you will be matched with a basic literacy student or a small group of ESL students with whom you will meet for two hours each week. Prior to completion of the workshop, our training team will announce the date when you should return for a follow up session.

After 50 hours of tutoring, you will receive a certificate that you have completed your training. We do ask that you commit to provide volunteer services for one year. This truly serves our adult clients. Of course, you may continue to volunteer with us for more than one year.

A materials fee of \$40, plus the Registration Form, is required at least two weeks prior to the start of the workshop. Workshop material will be distributed during the Orientation session. Please make check or money order payable to "JCFPL Literacy Program" or you can bring cash to the Literacy Program offices.

We trust that you are sincere about becoming a literacy volunteer tutor. We provide an Orientation Session as part of the training so you will have an opportunity to learn more and to ask questions. We look forward to working with you.

Please contact us by phone or email if you need additional information, or you can drop in at our offices from 10:00 am to 7:30 pm Monday through Thursday and 10:00 am to 4:30 pm on Friday and Saturday.

Sincerely,

Darnelle L. Richardson
Program Coordinator