

Literacy Volunteers

Deb Nowak, Program Coordinator

207-443-6384

literacyvolunteers@tricountyliteracy.org

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Quarterly Reports

A necessary function of what we do.

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Volunteer Opportunities

Together, we can all help in building a better program and a better community.

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Mentors Needed

Extending the desire to help by helping new tutors be better at what they do.

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Quarterly Reports

We know that the fun and fulfilling part of being a literacy volunteer is the actual tutoring, getting to know your learners, seeing progress made, and celebrating success.

As an organization, though, we are accountable to many – our grant funders, those who donate, our learners, our many volunteers, and to ourselves. To do this, we must track and report our progress on a continuing basis. We need to continuously ask these questions:

- *How do we know if we are effective?*
- *How do we know if we have reached our goals?*
- *How do we know if our learners have reached their goals?*

Quarterly reporting is our method of tracking both tutor hours and learner goal setting and fulfillment.

For each quarter, we request tutor hours by category – travel, prep, and teaching – so that we can accurately count all tutor hours. This is also an opportunity to update us of goal status – goals reached and new goals set. It's also helpful to indicate what goals you continue to work towards.

Please help us to be strong and dependable in our reporting by ensuring that your time and goal attainment are accurate and timely.

Volunteer Opportunities Abound!

Reading for Better Business (RBB)

RBB, an outreach program of *Literacy Volunteers*, is in need of committee members to help shape the program, enlist businesses into the program, and provide program support.



Elmhurst Tutor Groups

Group Tutors needed to start a new group for developmentally disabled learners. The groups meet on Wednesdays from 2:30 - 4 PM at Tri-County Literacy in Bath. Learn and have fun with these interactive learners!

More Volunteer Opportunities

Literacy Volunteers Library Resources Committee

Volunteers wanted to assist with developing our library resources available to tutors. We want to improve our resources both at Tri-County Literacy and at local libraries. Contact Cyndy Lewis at 822-4753 or at infocus@prodigy.net.



Adult Education

Merrymeeting Adult Education in Topsham needs assistance in their Math Fundamentals class and needs two tutors to assist with two female learners in Reading and Writing. Contact Paul Elisha at 729-7323 ext. 3 for info.

Central Lincoln County Adult Education in Damariscotta is in need of volunteers for their learning lab on Tues & Thurs from 6-8 PM. Contact Ellen Dickens, Director, at 563-2811 for more info.

Wiscasset Adult & Community Education needs a tutor for a young man with Aspergers and is also in need of volunteers for their learning lab on Tues & Thurs from 9 AM – 12 noon and 5:30-8:30 PM. Contact Anne Fensie, Director, at 882-9710 for more info.

Mentors Needed for New Tutors

Do you remember what it was like being a new tutor? A little scary, perhaps? It doesn't need to be. We want to strengthen our support system for new tutors to help them feel supported and valued.

Would you like to help a new tutor? You can be a mentor for one or more new tutors.

A mentor is an experienced tutor who assists in the growth and development of a new Tutor.

The responsibilities of a mentor are to:

- Be available for questions, answers, and discussion.
- Actively discuss issues and concerns and encourage the tutor to develop his/her own idea of how best to handle matters.
- Encourage the tutor to further develop themselves through in-service programs, library resources, online resources, the Literacy Volunteers Program Coordinator, and others.

All of this can be done through email or phone conversations.

The length of time committed to any one tutor will vary by person. Some tutors will need little assistance, while others may feel more comfortable with running ideas by their mentor more often.

Mentors and tutors should have an initial discussion about how they will communicate with each other and exchange contact information, get to know one another, and discuss how they expect their relationship will develop.

Mentors and tutors are encouraged to stay in contact with each other until both feel comfortable that the tutor is no longer in need of a mentor.

Please Keep in Touch!

Do you have exciting news concerning your learner? We want to hear from you! We are always looking for success stories to share, regardless of how big or small. If it's important to the learner, let's share in his/her delight. Confidentiality ensured.

“People will forget what you said. People will forget what you did. But people will never forget how you made them feel.”

—*Maya Angelou*