VOLUNTEER OPPORTUNITIES

Onsite: General Volunteer

Purpose

To volunteer for the cause of literacy and to work to achieve the mission and vision of The Learning Exchange either onsite or locally, with the ability to come to TLE's office or within the vicinity.

Duties:

- Work with staff and/or volunteers and students of TLE
- Perform the duties specific to the volunteer position
- To participate in or work with any committee which may be specific to the volunteer position
- To discuss volunteering needs with the Executive Director or designated staff member; discuss successes or problems/issues if they arise
- Attend various in-service workshops, events and discussion groups as needed for the position
- Keep a record of hours volunteered with TLE
- Reporting to: Executive Director or designated TLE staff member

Requirements:

- Completion of TLE Orientation
- Necessary skills required for the chosen volunteer position
- Good verbal skills in English (if necessary for the volunteer position)
- Sensitivity to literacy issues
- A patient, open-minded, and positive attitude
- The ability to work independently and/or with a team as needed
- The ability to be on time for appointments
- Respect for deadlines
- Respect for confidentiality and privacy
- Provide references and sign Code of Ethics/Confidentiality Statement

Time required:

- Orientation Training
- Flexible commitment dependent on volunteer position and necessary training
- Available the required number of hours for the selected volunteer position
- *Dependent on position: attend in-service workshops