

VOLUNTEER OPPORTUNITIES

Off site: Virtual Volunteer



Purpose

To volunteer for the cause of literacy and to work to achieve the mission and vision of The Learning Exchange in a virtual, off-site capacity.

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
- Communicate via Internet and/or discussion groups
- Keep a record of hours volunteered with TLE
- Reporting to: Executive Director or designated TLE staff member

Requirements:

- Completion of online *TLE Orientation
- Necessary skills required for the chosen volunteer position
- Good English skills (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
- The ability to be on time for online meetings, if needed
- Respect for deadlines
- Accepting of people with a broad range of backgrounds
- Respect for confidentiality and privacy
- Provide references and sign Code of Ethics/Confidentiality Statement

Time required:

- Online Orientation Training
- Flexible commitment level
- Be available the required number of hours for the selected volunteer position

**Some virtual volunteers may begin volunteering without online training or Orientation, depending on the position and at the discretion of TLE Executive Director.*