

**WALWORTH COUNTY LITERACY COUNCIL
VOLUNTEER RESPONSIBILITIES & POLICIES**

A. PURPOSE: The role of a volunteer is to provide literacy, administrative, or other support to adult students and staff.

B. QUALIFICATIONS/RESPONSIBILITIES: All volunteers must:

- ! Be the minimum age of 18 years old (Tutor). Age of other volunteer positions at discretion of Director. *
- ! Be a high school graduate or equivalent. *
- ! Demonstrate the ability to read, write, and speak English to communicate effectively.
- ! Demonstrate a sincere interest in providing support to adult students with diverse backgrounds.
- ! Demonstrate the ability to be sensitive to and respectful of the cultural, ethnic and socio- economic diversity of students, staff and other volunteers.
- ! Demonstrate the ability to work with and maintain confidential relationships.
- ! Work to ensure that all WCLC settings are free from political and/or religious influence or bias.
- ! Agree to volunteer for a one-year commitment, and if unable to complete volunteer term of service, will notify WCLC 30 days in advance of tutoring end date.
- ! Submit to and pass the Board approved background check.

C: POLICIES:

! **BACKGROUND CHECK:**

It is the policy of the Walworth County Literacy Board to conduct background checks on all volunteers. By signing below, the volunteer gives permission for the Council to conduct a background check.

! **TUTORING LOCATION POLICY:**

It is the policy of the Walworth County Literacy Council to prohibit tutoring at sites other than those approved by the WCLC. ***This prohibition includes home tutoring.*** Public libraries are approved tutoring sites. Other public places may be used if they are approved by the WCLC Director.

! **TRANSPORTATION POLICY:**

Transportation of a student by a volunteer in a vehicle or transportation of a volunteer by a student in a vehicle for any activity directly or indirectly related to the WCLC is prohibited.

! **VOLUNTEER DISMISSAL POLICY:**

A volunteer may be dismissed for misrepresenting his/her qualifications and/or not completing training, not complying with stated responsibilities, disregarding policies or demonstrating behavior that is incompatible with the mission of the WCLC as established by the Board of Directors.

- ! Complaints or grievances regarding a volunteer must be presented in writing to the Director.
- ! The volunteer will meet with the Director to discuss the alleged infraction(s).

- ! If this complaint is not remedied, a written plan with a compliance date will be developed by the Director and the volunteer. If the infraction continues after the date of compliance, the Director will recommend dismissal.
- ! If the dismissal is contested by the volunteer, the matter shall be appealed to the WCLC Board for the final decision.
- ! Should a volunteer have a disagreement with the Director, a complaint may be filed with the Board.

*This requirement may be waived at the Director's discretion.

MEDIA CONSENT:

Walworth County Literacy Council has my permission to use photographs, video, or audio of myself, my name and literacy story in printed (included, but not limited to, newsletters, books, brochures, promotional and/or informational materials) and electronic media (including, but not limited to, video, audio, websites, and social media).

Yes _____ NO _____

AGREEMENT:

I have read and understand the above requirements, responsibilities and policies, and I agree to comply with them and to submit to a background check. I understand that I am a volunteer for the Walworth County Literacy Council and receive no compensation for my services. I further understand that I may stop volunteering at any time for any reason, and the Walworth County Literacy Council can stop using my volunteer service at any time and for any reason.

Printed Name: _____

Signature: _____

Date: _____

A copy of this signed agreement will be kept in the volunteer's file and provided to the volunteer upon request.

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For office use only: BC submitted _____ BC Ordered _____ BC Approved _____