

**Adult Literacy Program**

Program Coordinator: TBD

Program Associate: Rebecca Schaffer  
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(919) 489-8383 x27

**Objective:** Teach reading and writing to adults (ages 18 and older) who lack basic literacy skills (read anywhere from grade levels 0-8); teach reading, writing, math, science, and/or social studies to adults working toward a high school equivalency (GED or HiSET) diploma

**Services:**

- **Size:** One-on-one tutoring & small group classes
- **Frequency:** 1.5 to 2 hours twice per week
- **Schedule:**
  - In person: Based on availability during our building hours
  - Remote: Based on tutor and student availability
- **Location:** In Person & Online
- **Reading Curricula:**
  - **Beginner (0-4<sup>th</sup> grade reading level)**—Wilson Reading System
  - **Intermediate (4-8<sup>th</sup> grade reading level)**—STAR: Evidence Based Reading instruction
  - **Advanced (8+ grade reading level)**— GED- and HiSET-approved textbooks and online learning platforms
- **Needs:** Volunteers are needed to provide one-on-one tutoring for beginner and intermediate readers, beginner and intermediate math students, and high school equivalency students. The tutor training dates have not been set yet, as we are in the process of hiring key program staff.

**ESOL Program**

(English for Speakers of Other Languages)

Program Coordinator: Joan Zec Nelson  
[joan@durhamliteracy.org](mailto:joan@durhamliteracy.org)  
(919) 489-8383 x25

Program Associate: Chris Hall  
[chris@durhamliteracy.org](mailto:chris@durhamliteracy.org)  
(919) 489-8383 x33

**Objective:** Teach English Language skills (reading, writing, listening and speaking) to adults who are non-native English speakers and/or recent immigrants

**Services:**

- **Size:** Class size varies (5-20)
- **Schedule:** Teach at least once per week for 1.5-2 hours; most classes meet Monday-Thursday 6:30pm- 8 or 8:30pm. We also have several morning classes.(M-Th)
- **Location:** **In Person & Online.**
- **Curriculum:** The ESOL program is large. We provide primarily group classes rather than 1:1 instruction. Our textbooks are published by Oxford and Cambridge Press. We also use the Burlington English online learning platform and other resources. Classes focus on reading, writing, speaking and listening and preparing students for jobs or post-secondary education. Classes are free. Students have the opportunity to attend a variety of classes 4 days a week.
- **Language:** We teach only in English. It is NOT necessary to speak a second language. Our students come from many language backgrounds.
- **Needs:** We have many returning tutors, but need new tutors every semester. All new tutors must attend our 12-hour tutor training: January 16 (6-9pm), January 18 (6-9pm) and January 20 9-3 pm. Tutors must be willing to commit to teach in person/online once a week from February 5-May 16, 2024. In addition to teaching, we ask tutors to take attendance and quick notes of what they covered for the next night's tutor. We also need substitute tutors to fill in for regular tutors.

**Other ESOL opportunities**

- **After** group class positions are filled, 1-on-1 tutors are sometimes needed.

### Youth Achievement Program (YAP)

Program Coordinator: Brice Hudson

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(919) 489-8383 x28



**Objective:** Teach and mentor youth (ages 16-24) who are studying for high school equivalency (GED or HiSET) diplomas in the subjects and test-taking strategies needed to earn the diploma

**Services:**

- **Size:** tutoring pairs (volunteer with 1 to 2 students)
- **Schedule:** Mon & Wed or Tue & Thu, Shifts are 9 am - 11 am or 11 am - 1 pm
- **Frequency:** Weekly for 1.5 hour tutoring session(s). We are asking for a full semester commitment.
- **Location:** In Person
- **Curriculum:** English series which helps adult learners build reading, writing, vocabulary, and comprehension skills with contextualized nonfiction and fiction passages. Math series which takes a 3-step approach to mathematics learning. Concepts are broken down to focus on one skill at a time to help students overcome learning obstacles and develop math confidence.
- **Training:** English 14.5 hr self-paced basic literacy training/Math 3 hr self-paced; 1 hour individual orientation for new tutors by appointment; please call or email program staff to arrange date and time
- **Needs:** Volunteers are needed to tutor 1 to 2 students in subject areas: English, Math, Social Studies, and Science

### Other Opportunities

**Reception Desk:**

Greet visitors and provide information and guidance as needed

**Computer Literacy:**

Help teach computer literacy skills to DLC students (currently online/remote).

**Board Sub-Committees:**

Join a sub-committee (e.g., Fundraising, Teaching + Learning, Resource Development, Technology)

**Special Projects:**

Event planning, fundraising, outreach, publicity, office help, facility workdays, etc.

**Contact Lizzie Ellis-Furlong, Executive Director, at (919) 489-8383 x22 or [lizzie@durhamliteracy.org](mailto:lizzie@durhamliteracy.org) to learn more.**