

KCLS Talk Time Program

Volunteer Facilitator Position Description

Title: Talk Time Facilitator

Goal: To help immigrants gain the literacy, English communication skills and information necessary to participate as an active member in their community.

Purpose: The King County Library System's Talk Time program provides an open and safe environment for volunteer facilitators, participants and library staff to share information, resources and culture, building a community that includes and supports a diverse population.

Duties

- Facilitate one Talk Time session once a week for 1.5 hours.
- Collaborate and cooperate as a team with other volunteers.
- Report monthly statistics to Literacy Advocate Designate (LAD) at your library.
- Provide a safe and respectful environment that promotes learning and sharing.
- Be aware of the difficulties that English language learners face.
- Be aware of resources available for English Language Learners in your library and community.

Qualifications

- 18 years or older
- Person fluent or proficient in English.
- Experience or interest in working with multicultural groups.
- Sensitivity to cultural differences.
- Comfortable communicating with limited English speakers.
- Self-directed and self-motivated; ability to work independently or in a group.
- Open to other ideas and opinions; willing to learn from others.
- Strong organizational skills.
- Ability to plan one lesson per week.

Requirements

- Observe a Talk Time class.
- Attend trainings and available workshops and/or have past Talk Time/ESL/Teaching experience.
- Meet with LAD librarian at prospective volunteer site.
- Commitment of 9 months (3 academic quarters); a longer commitment is encouraged.
- Participate in peer evaluations.
- Give at least 3 weeks notification prior to resigning.
- Return given materials to Talk Time Coordinator upon resignation.

Benefits

- Gain experience facilitating & collaborating with others; develop leadership skills
- Receive Talk Time facilitation training
- Be part of an active team of volunteers that directly serves your community
- Have fun learning about new cultures and working with a diverse population

Library Branch: _____

Class Day & Time: _____

Volunteer Signature: _____ Date: _____

Talk Time Program Coordinator: _____