

# Literacy Towards Citizenship Program (LTCP)

## *Volunteer Facilitator Position Description*

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Program Purpose: The King County Library System's Literacy Towards Citizenship Program utilizes trained, respectful, and open-minded volunteers who collaborate with library staff and literacy advocates to provide the best free teaching services for immigrants of the community. The program acquires the most accurate naturalization information and materials from the United States Citizenship and Immigration Services to maintain a dependable and successful program.

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Title: Citizenship Session Facilitator

Goal: To help immigrants gain the information, literacy skills, and interview practice and preparation needed to successfully complete the U.S. naturalization process and become U.S. citizens.

### Duties

- Facilitate one citizenship session once a week for 1.5 hours
- Prepare a weekly lesson plan and class materials.
- Collaborate and cooperate as a team with other volunteers
- Follow the provided Citizenship Curriculum, while still catering to the participants needs
- Report monthly statistics to Literacy Advocate Designate (LAD) at your library
- Provide a safe and respectful environment that promotes learning
- Be aware of the difficulties that English language learners face
- Access and navigate USCIS Website
- Be familiar with citizenship resources and services available in your library and community

### Qualifications

- 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 and with a partner
- Open to other ideas and opinions; willing to learn from others
- Strong organizational skills

### Requirements

- Observe a citizenship class
- Attend required training
- Meet with the Literacy Advocate Designate
- Commitment of 9 months (3 academic quarters); a longer commitment is encouraged
- Receive regular peer and/or coordinator evaluations
- Give at least 3 weeks notification prior to resigning
- Return given materials to LTCY Coordinator upon resignation

### Benefits

- Gain experience facilitating & collaborating with others; develop leadership skills
- Receive Citizenship facilitation & Diversity 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
- Gain a working knowledge of the Naturalization Process