

# *Volunteer Handbook*

**PALMETTO LITERACY COUNCIL**  
BUILDING A STRONGER COMMUNITY THROUGH LITERACY



1229 38<sup>th</sup> Avenue N., #130  
Myrtle Beach, SC 29577  
843-945-9278

## **MISSION STATEMENT**

To improve the literacy of youth and adults in our community by teaching/tutoring basic literacy skills for those who struggle with Reading, Writing and Math.

## **VISION STATEMENT**

“Will produce higher literacy rates in Horry County and be the center of the community for literacy education and training”.

## **VALUES**

**T**TRUST

**E**EXCELLENCE

**A**ACCOUNTABILITY

**C**COLLABORATION

**H**HONESTY & INTEGRITY

## **Introduction**

Volunteers are the backbone of our organization, and the Palmetto Literacy Council (PLC) could not do what we do without your help! A volunteer receives much more than s/he gives from the tutoring experience. Volunteers are appreciated as tutors, Board members, committee members, fundraisers, advocates for literacy, etc.

We hope this Handbook will be helpful as a review of the expectations and administrative aspects of our program. Please do not hesitate to let us know how PLC might improve its services for a more literate county.

## **Contact Details**

Address:	1229 38 <sup>th</sup> Avenue N., #130 Myrtle Beach, SC 29577
Phone:	843-945-9278
E-Mail:	palmettoliteracycouncil@gmail.com
Website:	
Office Hours:	Monday – Thursday 9:00 A.M. – 2:00 P.M. <i>(Please call prior to coming to the office)</i>
Staff	Dodi Hodges, PhD., Executive Director Jeanne Bogart, Administrative Assistant

## **Funding**

We receive funding from a number of sources. These include:

- Grants: Business/Government (including the Chapin Foundation and the Waccamaw Community Foundation)
- Fundraisers
- Private Donations

## **Volunteer Opportunities and Qualifications**

There are several areas where volunteers are welcome and needed. These include:

1. Tutor
  - a. Purpose: To provide free tutoring services to children through adults in the areas of Reading, Writing and Math.
  - b. Qualifications/Training:
    - the tutor must attend a Tutor Training Workshop;
    - must be eighteen (18) years of age and older;
    - read at a 12<sup>th</sup> grade level;
    - be able to pass a background check;

- be dependable, prompt, and interested in helping others;
  - be sensitive to different backgrounds and cultures;
  - be respectful of confidentiality;
  - be patient and optimistic.
- c. Commitment: Tutor and student should meet two (2) hours a week. A commitment of six (6) months to one (1) year is expected for a tutor and student to build a relationship and see progress.
- d. Tutor Services: One-to-One tutoring in:
- Evidence-based Programs
  - GED Preparation
- e. Tutor Policies
- tutoring must take place in a public place such as a library or a community center;
  - confidentiality must always be maintained;
  - transportation of students **for any reason** is prohibited;
  - the student and the PLC office must be notified if you need to cancel a session;
  - common sense should be exercised when determining whether to meet during inclement weather;
  - no political or religious groups, ideology or beliefs **shall not be endorsed** during sessions;
  - all volunteers must pass a background check;
  - tutors are required to submit a monthly reporting form on the 1st (first) of the month, stating the number of hours the tutor and student met and what material was covered;
  - a tutor may be dismissed due to misrepresenting his/her qualifications, not completing training classes or not complying with stated responsibilities listed under Tutor Policies.
- f. Board Member
- Purpose: To promote and support with one's time, talent and finances the Mission, Vision and Values of the PLC in the community.
  - Qualifications/Training: Applicants will be interviewed by the Executive Director and be voted on by the current Board of Directors. Training will be required.
- g. Grant Writing
- Purpose: To assist in the writing of grants in conjunction with the Grant Committee and the Executive Director as well as pursue new grant opportunities to fund PLC's programs.
  - Qualifications/Training: Previous experience is desirable and welcomed.
- h. Fundraising/Event Committee
- Purpose: To assist PLC with the ongoing need to raise funds in order to provide free services for our students and no-cost resource materials for our tutors. In addition, to act as a representative of PLC at special events and meetings. This may include monitoring

information tables when invited to attend conferences, fundraising events and community outreach programs.

- Qualifications/Training: Previous experience is desirable and welcomed.

i. Social Media Assistant

- Purpose: To maintain and update PLC's Facebook page, Twitter account and any other social media as well as our website.

**General Policies**

Normal closings include: July 4<sup>th</sup>, Labor Day, Thanksgiving Day and Christmas Break. The office is open by appointment only EVERY FRIDAY.

***It is a good policy to call prior to coming to the office, unless you have a scheduled appointment to make sure the office is open.***

PLC does not discriminate on the basis of race, creed, color, national origin, ethnicity, religion gender, age or disability.