**Open Door Learning Center Application**

**First Name:**

**Last Name:**

**MI:**

**Date of Birth:**

**Gender:**

**Ethnic/Racial Background:**

**Do you have a disability?**

**Street Address:**

**City:**

**State:**

**Zip:**

**Phone 1:**

**Phone 2:**

**Email:**

**Emergency Contact Name:**

**Emergency Contact Phone:**

**In case of cancellation, best way to reach you:**

**How many hours a week can you commit to volunteering?**

**Availability:**

Monday Morning**,** Monday Evening**,** Tuesday Morning**,** Tuesday Evening**,** Wednesday Morning**,** Wednesday Evening**,** Thursday Morning, Thursday Evening**,** Friday Morning**,** or Friday Evening

**Site Preference:**

Arlington Hills (1115 Greenbrier St., Saint Paul), Lake Street (2700 E Lake Street, Minneapolis), North Side (Sumner Library, 611 Van White Memorial Blvd, Minneapolis), Northeast (House of Refuge Church, 724 Lowry Ave Ne, Minneapolis), or Rondo (461 Dale St. N., Saint Paul)

**Have you already been in contact with a learning center coordinator?**

**If yes, who?**

Ebyan Abdulle, Kat Aymeloglu, Lloyd Brown, Erin Cary, Annelisa Donlan, Leah Hauge, Rachel Lyness, Susan Marshall, Patrick Smith, Courtney Zaato, or Mary Zamacona

**Level of Education Obtained:**

**Please let us know any additional information that might be useful in determining your placement (for example, if you have a question for location, day, or time)**

**Which MLC pre-service training have you completed?**

None, ESL, or Literacy

**Employment:**

Employed, Unemployed, Self-Employed, Homemaker, Retired, or Student

**Employer Name:**

(This information is helpful to us in seeking grant funding. Some companies only provide grants to organizations where their employees volunteer. We may list volunteers’ names if we apply for funding from a company requesting that information. No additional information will be shared without further consent.)

**How did you learn about Minnesota Literacy Council?**

**Are you aware of any volunteer service matching grants provided by your employer?**

**Please list and briefly describe past or present volunteer experiences:**

**Describe any cross-cultural experiences you have had, in the U.S. or in another country:**

**What interests you about working with adult learners?**

**What would you most like to gain from the experience of working with adult learners?**

**Do you have training in any first aid procedures?**

**If so, please specify:**

**Do you have any medical conditions that might impact on the activities indicated on the tutor job description or other general health concerns that we should be aware of?**

**Do you need any additional accommodations?**

**The following is a list of content areas for which our centers need volunteer teachers and tutors. Please check all areas of interest.**

ESL Group Opportunities; Pre-literate, Beginning, Intermediate, or Advanced

GED Group Opportunities; Literacy (Reading and Writing), Science, Social Studies, or Math

One-on-One or Small Group Opportunities; ESL, Job skills, Writing, Math (basic), Math (geometry and beyond), or Conversation

Working with blind or low-vision learners

Working with students with special needs (may include students with physical disabilities, neurological disabilities, or learning disabilities)

Technology Opportunities; Adult Computer and Employability Skills (a combined Computer and English Literacy class)

Substitute Teaching Opportunities; ESL substitute teaching, GED substitute teaching

Special program enrichment opportunities

**In addition to our set volunteer assignments, we look for ways to enrich center programming with our volunteers’ special skills and interests. Please list special training, hobbies, or talents you would like to share with our students and program.**

**The centers need volunteers to share skills in the following areas. Please check all areas of interest. Note areas of preference below.**

Administrative/Program Support;Student intake/registration**,** General office help**,** Call students**,** Data entry**,** Special events/party help**,** Database work**,** Document students’ stories**,** Advocate**,** Program surveys/evaluations**,** Write letters

 Technology assistance/support;Research projects**,** Donate materials**,** Solicit donations**,** Volunteer advisory Committee**,** Mentor new volunteers**,** Hospitality Volunteer (make coffee, bring treats, greet students)**,** Interpret or translate a language or languages (Please specify below)**,** Languages

Communications/Publicity/Outreach**;** Center newsletter**,** MLC newsletter**,** Write publicity materials**,** Layout and design**,** Photography**,** Phone calls**,** Distribute publicity materials**,** Media work**,** Attend outreach events**,** Create other presentation materials**,** Represent MLC programming at special events

Center Resource Library/Special Curriculum;Help organize library materials**,** Demonstration/special project**,** Create curriculum, Create flashcards**,** Develop picture file or other visuals**,** Create games**,** Create worksheets

**Other Information**

**Are you particularly interested in any of the areas above? If so, please note your preferences here**

**Please include two people, at least one of whom knows you in a professional context (including a work or volunteer supervisor, professor/teacher, religious leader). An automatic reference request will be generated.**

**Reference 1**

**Name:**

**Title:**

**Phone 1:**

**Phone 2:**

**Reference1 Email:**

**How long have you known this individual? In what capacity?**

**Reference 2**

**Name:**

**Title:**

**Phone 1:**

**Phone 2:**

**Reference2 Email:**

**How long have you known this individual? In what capacity?**

**I permit the Minnesota Literacy Council to contact these individuals in order to complete confidential references.**

**Signature**

**Date**

**Month Day Year Open popup calendar**

**Have you ever been convicted of a crime?**

**Explain Conviction**

**If yes, please explain the nature of the crime and the date of conviction and disposition. (Conviction of a crime is not an automatic disqualification for volunteer work.)**

**To ensure the safety of participants, staff, and other tutors, the Minnesota Literacy Council conducts a background check on all applicants. Do we have your permission to run a background check?**