

**The Literacy Center of the Lehigh Valley
Volunteer Application**

Part I. Contact Information

Application Date: _____

Name: _____		
First	Middle	Last
Address: _____		
Street	Apt #	
City: _____	State: _____	County: _____ Zip Code: _____
Home Phone: _____		Cell: _____
E-mail Address (required): _____		
Preferred method of contact: In case of emergency who can we contact?		
Name: _____		
Phone (home) _____		Cell: _____

Part II: Tell Us About YOU

1. Highest Education Completed: HS Diploma/GED College (years) 1 2 3 4 Graduated

University Attended: _____

Degree(s) Acquired: _____

2. Teaching Certificate? Yes No If yes, please list your endorsement areas:

3. Date of Birth: ____/____/____ Gender: Male Female

4. Race/Ethnicity: _____

5. Employment Status: Full time Part time Not employed Retired Self-employed
 Seeking employment Other

6. Employer Information: Many companies recognize their employees who volunteer!

Company Name: _____

Job Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Part III: Availability

1. How far are you willing to travel for an assignment? _____
2. How many total hours are you available to volunteer? _____
3. Your volunteer day preferences. Please check any or all that apply

- Monday AM Tuesday AM Wednesday AM Thursday AM Friday AM
- Mon afternoon Tues. afternoon Wed. afternoon Thurs. afternoon Friday afternoon
- Monday PM Tuesday PM Wednesday PM Thursday PM Friday PM

Part IV: What kind of volunteer work would you like to do?

1. Please check the types of tasks you would like to participate in.
 Office support Computer lab asst. Classroom Asst. (GED)
 Tutoring (ESL) Tutoring (GED) Classroom Asst. (ESL)
 Group Instructor (ESL) Special Events Other: _____
 Group Instructor (GED) Fundraising Telephone/Email Partner
 Group Instructor (Mini Session for _____) Technical Support
 Resource Researcher Develop lesson plans Additional _____
2. Are you fluent in a language other than English? If so, what other language do you speak?
3. Please tell us why you are interested in volunteering for The Literacy Center.
4. Do you have any specific expectations about your volunteer work?
5. List any additional skills/education/experience that you think can benefit your volunteer work.