



INTERFAITH
ACTION OF GREATER
SAINT PAUL

Volunteer Handbook

By joining Interfaith Action of Greater Saint Paul as a volunteer, you become part of a network of faith and spiritual community members, who are supporting families and individuals as they work toward stability and economic mobility. As a volunteer with Interfaith Action, you are:

- Working with programs that have a proven track record of positive community impact and outstanding volunteer experience;
- Partnering with your community to increase understanding across lines of difference;
- Opening yourself to relationships that can transform the way you live; and
- Making our community a better place to live.

Explore our mission, vision, values, history, and programs below. Thank you for joining us in this work. We look forward to seeing and hearing how your faith comes to life as you work side by side with students and families in our community!

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MISSION

We mobilize diverse faith and spiritual communities to engage in work that supports our neighbors' stability and economic mobility.

VISION

Opportunity grows and poverty recedes when people of faith invest themselves in effective action.

VALUES

Equity

Faith compels us to remove barriers and to eliminate disparities in pursuit of justice.

Interfaith Relationships

Authentic relationships among people of different faiths weave a stronger fabric of community that increases our effectiveness.

Responsibility

We all share responsibility to take action informed by deep understanding of the daunting barriers faced by many of our neighbors.

Deep listening

We are informed by the wisdom, strength, and insights of our guests, participants, volunteers, community partners, faith and civic leaders, staff, and board.

Connection

We believe that we are all connected to and have obligations to each other.

A Short History

Begun in 1906 as the Ramsey County Sunday School Association and later renamed the St. Paul Area Council of Churches, Interfaith Action of Greater St. Paul grew out of a discernment process during 2013-2015 about the future direction and focus of our work. Our board of directors arrived at two conclusions:

1. Faith and spiritual community members wanted to ensure we were maximizing efforts to reduce poverty in St. Paul.
2. To maximize our efforts, the board wanted to broaden our base of faith and spiritual community support beyond an exclusively Christian constituency. Our programs and our leadership needed to reflect these priorities.

For the first time in our history, we sought an executive director who was neither Christian nor a clergy member, but mainly qualified by anti-poverty expertise. To this end, our board hired Randi Ilyse Roth as executive director. Roth was formerly the director of philanthropy at the Otto Bremer Foundation, following an extensive career as a civil rights attorney.

At present, we have consolidated our volunteer efforts for faith and spiritual community members around economic stability and mobility work in three areas of focus:

1. Department of Indian Work (DIW)
2. Project Home
3. Opportunity Saint Paul
 - CommonBond Communities
 - Daily Work
 - East Side Learning Center
 - Reading Partners
 - St. Paul Public Library

Volunteer Expectations

As a diverse group of faith and spiritual community members, we bring unique perspectives and life experiences to our volunteer work. As an organization committed to anti-poverty work, we also recognize that people bring with them differing levels of exposure, comfort, and expertise to their interactions with families and community members. To ensure the success of our work together, Interfaith Action expects volunteers to:

1. Complete all requirements for their volunteer program(s);
2. Fully support the mission, vision, and values of Interfaith Action as outlined above;
3. Uphold the dignity of the staff, families, and individuals with whom they volunteer;
4. Abide by all rules, policies and procedures set forth by program staff; and
5. Communicate with program staff as questions or concerns arise.



ABOUT DIW

The Department of Indian Work (DIW) partners with American Indian families to revitalize culture, education and wellness. We provide a safe, Indigenous space to empower American Indians towards self-determination, while respecting cultural and spiritual diversity. Our programs encompass:

- COVID-19 Community Coordinator: connecting Minnesota's diverse communities to COVID testing, vaccination, and other resources.
- Emergency Services: food shelf, clothing closet, and referral services.
- Diabetes Prevention Services: family education, food demonstrations, youth food education, and community healthy food/diabetes consultation.
- American Indian Youth Enrichment: after-school and summer programs, providing Indigenous cultural, health and literacy services.

LOCATION

DIW is located at 1671 Summit Ave. in St. Paul. DIW plans to relocate by the end of the calendar year 2021, and updated location information will be shared as soon as possible.

VOLUNTEER OPPORTUNITIES

The primary opportunities for volunteering with DIW come through the Emergency Services department. These include:

- **Shelf Stocker:** Stock food shelves and rotate items to ensure freshness and observance of expired items.
- **Choice Shopping:** Aid and assist shoppers with wholesome meal menus and help make nutritional choices.
- **Delivery Help:** Help carry in food for sorting. Must be able to carry up to 50 lbs. and manage stairs.
- **Holiday Food Bags:** Thanksgiving and Christmas food bag assembly work and help with client pick up services.
- **Clothing Closet:** Sort through donations such as clothing, household items, and jewelry. Put in appropriate places. Tidy up the clothing closet.
- **Special Events:** DIW participates in numerous community events throughout the year: Helping at the Community Holiday Party, Ingenious People's Day Parade, Toys for Tots pick up & sort, Running Strong Backpack & Jacket distribution.
- **Funeral Host:** On-call position when needed for funeral, point of contact for families if needs arise, enforce building rules & make sure spaces are secure and people are safe.
- **Food Rescue Driver:** Volunteers are responsible for picking up, transporting, and delivering donated food from Aldi (2005 Suburban Ave, St. Paul 55119) to DIW food shelf for it to be distributed to participants and their families.

Our American Indian Youth Enrichment (AIYE) after school and summer programs provide Indigenous cultural, educational, and wellness activities. Youth learn from Indigenous leaders, gain awareness of their heritage and history, and receive culturally relevant educational support that has long-term impact. Through this work, American Indian youth gain a strong Indigenous identity, become advocates for their culture, and succeed in school.

Volunteer opportunities with AIYE programming are currently available for Indigenous volunteers. Please contact DIW staff directly to learn more (see contact information below)!

TIME COMMITMENT AND SCHEDULE

Hours and shifts for Emergency Services volunteers vary by shift, season, and need. Please contact DIW staff directly to find a shift and job that's right for you!

REQUIREMENTS

- Complete orientation, training, and paperwork with DIW staff
- Age, cultural, and other requirements will be discussed with DIW staff directly

TRAINING

DIW staff will set up times with volunteers to go through orientation and training before your first shift. This may include shadowing veteran volunteers, walking through projects with a member of the DIW staff, completing paperwork, as well as other ways of learning.

INTERESTED?

Step 1: Complete Interfaith Action's volunteer application and indicate your interest in the Department of Indian Work.

Step 2: Complete additional paperwork with DIW staff.

CONTACT

Website: <https://interfaithaction.org/what-we-do/diw/>

Volunteer inquiries: Theresa Halvorson-Lee, 651-789-3856, thalvorson-lee@interfaithaction.org



INTERFAITH
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PROJECT HOME

ABOUT PROJECT HOME

For more than 23 years, Project Home has provided overnight shelter for area families in partnership with dozens of area churches, synagogues, and schools. Additionally, in 2019, Project Home added day shelter services and rapid exit case management services.

Prior to the COVID-19 pandemic, area faith communities had hosted Project Home families in their buildings. COVID restrictions forced Project Home families to move to two sites in downtown St. Paul until March 2021, when Interfaith Action joined with the Sisters of St. Joseph of Carondelet and Ramsey County to open a shelter in the Provincial House, the former home of the Sisters. This site provides support for up to 30 families (or 100 individuals) at a time. Once area faith communities and Interfaith Action determine it is safe to do so, we plan to re-open rotating shelter locations at our network of faith communities, while retaining the Provincial House location.

LOCATIONS

Project Home is located at the Provincial House of the Sisters of St. Joseph of Carondelet, on the campus of St. Catherine University in St. Paul:
1880 Randolph Ave.
St. Paul, MN 55105

An updated list of host faith communities providing shelter to families will be added here once that begins.

VOLUNTEER OPPORTUNITIES

Project Home offers different opportunities based on where volunteers serve: Provincial House, or a host faith community site. These include:

PROVINCIAL HOUSE

- **Lunch Help:** Help with set up, preparation, service, and clean-up during weekend lunch shifts (Saturday & Sunday), approx. 3 hours.
- **Dinner Help:** Help with set up, preparation, service, and clean-up during weekend dinner shifts (Saturday & Sunday), approx. 3 hours.
- **Special Events:** Host a monthly birthday celebration! Work with staff to set up for and clean up after a movie night! Coordinate with staff to host one-time or ongoing events for the families!
- **Build Teams:** On-demand furniture building, as well as maintenance help is needed at various times throughout the year, depending on need.

MOBILE HOST SHELTER (coming 2022)

- **Evening Shift:** Welcome families into shelter space, help as needed with homework and other transitional activities, set out pre-made dinner items, serve families, clean up, greet/coordinate with incoming overnight shift volunteers, approx. 3 hours per shift
- **Overnight Shift:** Help with transition to sleep/bedtime for families, sleep overnight at shelter location, wake up and set out pre-made breakfast items, send off families to daytime activities, approx. 10 hours (most of it sleeping) per shift.
- **Volunteer Coordinator:** Promote/advertise one volunteer month's worth of shifts at host and partner faith communities, work with Project Home staff to ensure volunteer shifts are filled for a specific host shelter each month, work with volunteer teams to answer questions and connect with Project Home staff as needed, approx. 15-20 hours leading up to and including the host month
- **Move In/Move Out Team:** Work with Project Home staff to help move mobile shelter supplies from one mobile host shelter to the next at the beginning and/or end of a designated month.

TIME COMMITMENT AND SCHEDULE

Time commitments range from 3 hours for a typical meal or evening shift, to 15-20 hours as a volunteer coordinator. Currently, Project Home is hosting weekend and occasional volunteers at Provincial House only. Once we are able to reopen mobile shelter sites at faith communities, opportunities to volunteer will increase.

REQUIREMENTS

- Complete orientation, training, background check, and additional paperwork with Project Home staff
- Energy and a love of children
- Respect and understanding for parents
- Friendly, caring attitude

TRAINING

Project Home staff will host orientation/training opportunities before your first shift. This may include individual or group presentations, shadowing veteran volunteers, completing paperwork, as well as other ways of learning.

INTERESTED?

Step 1: Complete Interfaith Action's volunteer application and indicate your interest in Project Home.

Step 2: Complete additional paperwork with Project Home staff.

CONTACT

Website: <https://interfaithaction.org/what-we-do/projecthome/>

Questions: Sara Liegl, 651-789-3848, sliegl@interfaithaction.org



ABOUT COMMONBOND COMMUNITIES

CommonBond Communities was formed in 1971 with a goal of creating affordable housing during a time of significant racial and economic injustice. Nearly five decades later, the injustices still exist and – while we’ve accomplished a great deal – our work is more important than ever. We continue to provide homes and support services for those most in need in our community.

Since our beginning with one half-time employee, Common Bond has flourished into one of the Upper Midwest’s premier providers of affordable housing with services. By integrating services and housing, we were the first to offer more than just a quality place to live. Our model has always been about supporting people in achieving their goals.

Today we provide homes and services for nearly 12,000 people every year. We develop, own, or manage more than 6,000 affordable rental apartments and townhomes throughout 56 cities in Minnesota, Wisconsin and Iowa.

Our beliefs in dignity, respect, and inclusiveness for all people are the driving forces behind our commitment to CommonBond residents. From high-quality buildings to life-changing support services, we create environments and experiences that help each resident meet their goals and be their best self.

We build stable homes, strong futures, and vibrant communities. We are CommonBond.

LOCATIONS

- **Skyline** (1247 St Anthony Ave., St. Paul, MN 55104)
- **Torre de San Miguel** (58 E Wood St., St. Paul, MN 55107)
- **Westminster** (1374 Westminster St., St Paul, MN 55130)
- **Seward Towers** (2910 E Franklin Ave., Minneapolis, MN 55406)

VOLUNTEER OPPORTUNITIES

As part of our Study Buddies program, volunteers are matched with a 1st–6th grade student to strengthen their academic skills while building a positive and lasting relationship.

We provide tailored curriculum and activities to structure time with your buddy, as well as tutor trainings and on-site staff support, to ensure you have the tools you need to make a positive impact.

All locations currently plan to begin the school year with virtual tutoring. The hope is to transition to in-person tutoring once it is safer.

TIME COMMITMENT AND SCHEDULE

Study buddy volunteers meet with their buddies for 75 minutes weekly for the duration of a school year. CommonBond features program locations throughout the Twin Cities metro, with sessions meeting Monday to Thursday, between 4:00 and 7:30pm.

REQUIREMENTS

- Age 18+
- Willingness and enthusiasm to partner with us to help students succeed
- Background check

TRAINING

- New volunteer orientation at a CommonBond location (Zoom available for virtual volunteers) where you will learn more about CommonBond and general tutoring best practices
- On site orientation, with your site-specific staff member, to cover the basics of the Study Buddies program and learn more about your specific student
- Additional trainings are available throughout the school year focusing on literacy tutoring, social emotional learning, and DEI topics.

INTERESTED?

Step 1: Complete Interfaith Action's volunteer application and indicate your interest in CommonBond Communities.

Step 2: Complete CommonBond's volunteer application at <https://commonbondcommunities.wufoo.com/forms/zk9fy6j1pyzmau/>

CONTACT

Website: www.commonbond.org/volunteer

Questions: Caitlin Ignasiak, caitlin.ignasiak@commonbond.org



Removing barriers. Building prosperity.

ABOUT DAILY WORK

Daily Work's mission is to provide employment services and mentoring so job seekers can thrive, resulting in a community where everyone can work, grow, and contribute.

Through one-to-one employment services, Daily Work strives to mitigate systemic barriers that limit access and opportunity for job seekers. Our work is grounded in an awareness of the relationship between long-term poverty and un- or under-employment, and the disproportionate impact of both on Black, Indigenous, and People of Color. Our services focus on employment as a means to financial sufficiency and a holistic life experience.

LOCATION

Daily Work is located behind the Minnesota State Capitol at the Rice Street/Capitol Green Line stop at **105 University Avenue West, St. Paul**

- *Inside Christ Lutheran Church on Capitol Hill*
- *All vaccinated volunteers can work in the office (preferred), but remote options or hybrid work format is possible.*

VOLUNTEER OPPORTUNITIES

Communications Social-Lite Volunteer

Are you our missing link? We need someone who can capture our spirit and spin it into excitement, donations, and volunteerism. The volunteer will interface with and write content for Daily Work's web page and social media pages.

Time commitment is flexible: 2-6 hours/week.

Skills: excellent writing skills and some communications/public relations knowledge.

Board and/or Committee Members

Put your passion for social justice into action as a board member at DW. Board members provide mission-based leadership, strategic governance, and financial oversight to the DW organization. Also seeking members for our Diversity, Equity & Inclusion Committee and our Development Committee.

Time commitment 6-8 hours/month. Board meetings are every 4th Monday. 5:30 – 7:30 p.m. Committee schedules vary.

Skills: Accounting, legal, public relations, DEI, fundraising, strong commitment to DW's mission.

Quality Data Advocate

Help us demonstrate our impact! Do you love seeing numbers that demonstrate impact? Cleaning up data? Figuring out what information best tells the story of results? Help us ensure that our data is efficiently and effectively captured. This will include things like running reports, cleaning up data, working with staff and volunteers to ensure data is entered, and suggesting changes to evaluation systems and processes.

Time commitment is flexible: 2-6 hours/week.

Skills: *experience with databases, spreadsheets, and reporting; exceptional verbal, written and interpersonal communication skills*

Office Support Volunteer

Enjoy doing a variety of tasks, no two days the same? An extra set of hands for the myriad of small jobs that come up would be the role of this volunteer.

Time commitment is flexible: 2-6 hours/week.

Skills: Can-do attitude. For remote work, computer skills are needed. Once we return to the office, a wider variety of tasks will be available for different skill sets.

Case Manager Volunteer

Case managers at Daily Work meet 1:1 with job seekers to set and meet employment-related goals. In that capacity you will provide coaching, emotional support, fill out online job applications, write resumes, conduct mock interviews and offer advocacy and referrals to address barriers to work and life success.

Time commitment: 4-8 hours/week, possibly more during training. Ability to attend staff meetings every other Wed. at 8:30 a.m.

Skills: Advanced computer skills. Ability to help people discover their own path to success. Curiosity, problem-solving, patience, and formal work experience.

REQUIREMENTS

(see each position for specific skill requirements)

- Age 18+
- Passion for Daily Work's mission
- Flexibility and transparency
- Ability to work independently and contribute to the team
- Enthusiasm for working with people with diverse backgrounds
- To ensure the safety of staff and job seekers, a background check is required (Daily Work pays for the background check). Daily Work will consider applicants with a criminal record on a case-by-case basis. Typically, crimes against people or crimes of a more recent nature may be cause for Daily Work to deny a volunteer application

TRAINING

Daily Work provides extensive, formal training for case managers about community resources, building engagement with diverse people, and meeting people where they are. The curriculum is rooted in social work theory and practice. Video-conference training will be provided for all other volunteer positions. Board members must participate in a formal on-boarding process. All volunteers are strongly encouraged to participate in bi-weekly staff meetings.

INTERESTED?

Step 1: Complete Interfaith Action's volunteer application and indicate your interest in Daily Work.

Step 2: Connect directly with Daily Work staff to complete additional required paperwork.

CONTACT

Website: www.daily-work.org

Questions: Judy Sharken Simon at (651) 204-3043 or judy@daily-work.org



ABOUT EAST SIDE LEARNING CENTER

East Side Learning Center (ESLC) partners with children, families, and community members to unlock each child's potential through the foundation of reading. We envision a community where all children read with pride and joy to become life-long learners. ESLC takes a relationship-first approach to tutoring; we all learn best from someone we trust. Children in the program are in kindergarten through third grade.

ESLC is the proud affiliate host of the national, intergenerational tutoring program AARP Foundation Experience Corps.

LOCATIONS

- **Higher Ground Academy** (1381 Marshall Ave, St Paul, MN 55104)
- **HOPE Community Academy** (720 Payne Ave, St Paul, MN 55130)
- **St. Paul Music Academy** (27 Geranium Ave E, St Paul, MN 55117)
- **Liberty Plaza After School Program** (290 Arundel St, St Paul, MN 55103)

VOLUNTEER OPPORTUNITIES

Become a Literacy Mentor! Tutor Kindergarten through 3rd grade students to support them to achieve grade-level reading.

- Be a caring, invested adult mentor who helps children learn literacy skills while also grow their relationship and communication skills.
- Virtual and in-person tutoring opportunities are available.
- Volunteers will be provided with everything they need to tutor and build trusting relationships: training, technology, materials, and staff support.

Each structured, one-to-one tutoring session is 30 minutes. Sessions include time for relationship building, literacy skill development activities, reflection, a read aloud and a literacy game. Literacy Mentors are provided with the session structure, literacy tutoring materials and books. Virtual mentors receive a tutoring kit that is refreshed throughout the year. ESLC staff will provide training, support, ideas, and foster community among volunteers.

TIME COMMITMENT AND SCHEDULE

From October through May, volunteers serve 2 to 10 hours per week as Literacy Mentors. Literacy Mentors tutor the same student at least two days per week on Mondays and Tuesdays OR Wednesdays and Thursdays. The service pods and times are determined by schools and ESLC to reduce the risk of COVID-19 transmission.

An AmeriCorps Living Allowance of \$220 per month and an Education Award are available to volunteers, age 50 years and older, who commit to 7-10 hour per week (300 hours per year). AmeriCorps time includes tutoring and mentoring time, as well as training and preparation or

reporting for each tutoring session. Education Awards can be used for college courses, enrichment courses or gifted to a child or grandchild.

REQUIREMENTS

- Age 16+
- Read and speak English.
- Desire to support children as they grow their literacy and social-emotional skills.
- Willingness to commit to the growth and well-being of a child for eight months when school is in session. Volunteers do not tutor during school breaks.
- Background check; ESLC covers the cost of the background check
- Volunteer interview

TRAINING

ESLC provides an orientation and pre-service training on the session structure, literacy activities and mentoring strategies prior to Literacy Mentors beginning work with their students. Supplemental training is provided throughout the year for a total of 20-25 hours of training.

WILL I MAKE A DIFFERENCE?

Last fall, Sahra was struggling in her regular classes to keep up in the new online environment. ESLC reached out to her parents, evaluated the situation, and provided some technical support to be sure Sahra had the tools needed to access tutoring and school. ESLC called mom whenever Sahra didn't sign in for tutoring. Sahra got on reluctantly. Her Literacy Mentor asked Sahra about herself, her day, what she liked. Soon Sahra was signing into tutoring regularly and on time. As the time approached for the end of tutoring, Sahra asked, "Do we have to stop? I was just starting to have fun!" Tutoring transformed into a time of learning, security and excitement!

INTERESTED?

Step 1: Complete Interfaith Action's basic volunteer application and indicate your interest in East Side Learning Center.

Step 2: Complete ESLC's online application form at <https://aarpexperiencecorps.tfaforms.net/341187>

CONTACT

Website: www.eastsidelearningcenter.org

Questions: Shoua Khang at shoua.khang@eslcmn.org



Neighborhood House™

ABOUT NEIGHBORHOOD HOUSE

When families and individuals in St. Paul want to make a change in their lives, Neighborhood House is here to help. We are a multi-service agency, providing wrap-around services for people when they need it most. Neighborhood House helps people with basic needs, education, multiple youth programs, and health & well-being.

For more than a century, Neighborhood House has supported families in times of transition or need from more than 50 cultural and ethnic populations, drawing people from diverse communities in St. Paul and beyond. The demographic makeup of Neighborhood House's service population has changed with each successive wave of newcomers — Mexican immigrants after World War II, Hmong refugees in the 1970s and 80s, and Somali and Karen most recently. What has not changed is our unbending commitment to help families move from “survive” to “thrive.”

Today, Neighborhood House serves more than 15,000 people at multiple locations throughout the City of St. Paul. All of our programs are offered for free to participants.

LOCATIONS

Main Campus Location

- Wellstone Center: 179 Robie Street East (Saint Paul, MN)

Food Market Locations

- Highland / Sibley Manor Apartments: 1293 Maynard Drive, #410 (Saint Paul, MN)
- Wellstone Center: 179 Robie Street East (Saint Paul, MN)

Family Centers

- Dayton's Bluff Elementary: 262 Bates Avenue (Saint Paul, MN)
- Highland / Sibley Manor Apartments: 1293 Maynard Drive, #410 (Saint Paul, MN)
- Johnson Elementary: 740 York Avenue (Saint Paul, MN)
- Saint Paul Music Academy: 27 Geranium East (Saint Paul, MN)
- Wellstone Center: 179 Robie Street East (Saint Paul, MN)

VOLUNTEER OPPORTUNITIES

Volunteers span throughout Neighborhood House, and we continue to add volunteer and internship opportunities throughout the year. Current opportunities are on our [website](#). Here are a few options:

- **Food Market Assistant:** Volunteers help Neighborhood House participants receive healthy and culturally appropriate food for themselves and their families and assist

with food shopping in our food markets and distribution via walk-up and curbside pickup. Time commitment: 3 hour shifts, minimum commitment of 4 shifts

- **Skills for School Preschool Class Volunteer:** Volunteers serve alongside classroom teachers helping immigrant and refugee children ages 3-5 develop the fundamental, language and social skills they will need to enter kindergarten. Time commitment: 2-2.5 hours per week depending on the site, typically over 12 weeks
- **Upcoming Opportunities**
 - Adult Education Classroom Volunteers
 - Housing Stability Support
 - Youth Literacy Support
 - Winter Gear Collection & Distribution
 - Internships: Data Entry & Database Intern

REQUIREMENTS & TRAINING

Age requirements and training vary by volunteer role, and can be found on our [Volunteer Opportunities page](#). Orientation and training typically occur during your first shift. All volunteers working with youth must complete a background check.

- Tutor Read Aloud and Vocabulary
- Managing student behavior
- Tech office hours for virtual tutoring troubleshooting

INTERESTED?

Step 1: Complete Interfaith Action's volunteer application and indicate your interest in Neighborhood House.

Step 2: Complete Neighborhood House's online application form on their website: <http://neighb.org/support/volunteer/>.

CONTACT

Website: www.neighb.org

Questions: Shane Springer, Volunteer Engagement Specialist, 651-789-2524, sspringer@neighb.org



ABOUT READING PARTNERS

Reading Partners seeks to be at the center of a nationwide movement for educational equity, engaging communities to support students through trusted and proven literacy solutions. We do that by mobilizing communities, partnering with under-resourced schools, and providing differentiated, one-on-one literacy instruction to help elementary age (K-5) students who struggle with reading.

LOCATIONS

Reading Partners serves multiple schools* across the metro area, including:

- Phalen Lake Elementary School - St. Paul
- Maxfield Elementary School - St. Paul
- Hamline Elementary School - St. Paul
- Bethune Elementary School - Minneapolis
- Bryn Mawr Elementary School - Minneapolis
- Ascension Elementary School - Minneapolis
- Madelia Elementary School - Madelia

*New schools and partners may be added in fall 2021

VOLUNTEER OPPORTUNITIES

Reading Partners offers two ways to tutor: in-person or virtually. We utilize a research-based curriculum that is in alignment with common core state standards. We practice the 'I do, we do, you do' philosophy, gradually releasing the responsibility and mastery of the skill to the student. Students receive 45 minutes of instruction, based on their skill level, and progress through the curriculum as they master each skill. All the materials for the lesson are provided by Reading Partners, and both in-person and virtual tutors are supported by Site Coordinators.

- In Person Tutoring
 - In-person tutoring takes place in the dedicated Reading Center, provided by each school, and tutors will be supported in person by a Site Coordinator.
- Virtual Tutoring
 - We have launched a completely virtual tutoring system called Reading Partners Connects. Content incorporates our trusted curriculum skills and lessons in innovative presentations to optimize student engagement and incorporate social-emotional learning (SEL) opportunities through relationship-building with tutors.

TIME COMMITMENT AND SCHEDULE

- 1-1.5 hours per week for the school year (through early May)*
- **During the school day:** 8:30 am — 4:00 pm
- **Some limited early evening opportunities:** 4:00 — 7:00 pm

*timing may differ depending on the partner site

REQUIREMENTS

- Age 14+
- Background check (paid for by Reading Partners)
- If tutoring virtually, Internet access and device capabilities sufficient to video conference

TRAINING

- Orientation (4 hours total) - 2 separate, 2-hour sessions (delivered virtually or in-person)
- Tutors receive active coaching & support from a Site Coordinator, who is always present when tutoring is happening
- We also offer ongoing trainings throughout the year on various, specific topics, including (but not limited to):
 - o Diversity, Equity and Inclusion
 - o Tutor Read Aloud and Vocabulary
 - o Managing student behavior
 - o Tech office hours for virtual tutoring troubleshooting

INTERESTED?

Step 1: Complete Interfaith Action's volunteer application and indicate your interest in Reading Partners.

Step 2: Complete Reading Partner's online application form at <https://readingpartners.org/volunteer-twin-cities/>.

CONTACT

Website: www.readingpartners.org

Questions: Contact volunteering staff at VolunteerTC@readingpartners.org or (651) 362-0430



SAINT PAUL PUBLIC LIBRARY

ABOUT SAINT PAUL PUBLIC LIBRARY

The Saint Paul Public Library is the cornerstone of our thriving city. We welcome people of all ages and cultures, strengthen neighborhoods and communities, and connect all to a world of knowledge. You are never more than a few miles away from a Saint Paul Public Library location.

LOCATIONS

Homework Centers are located at 5 locations around St. Paul:

- Rondo Library (461 Dale St., St. Paul, MN 55103)
- Arlington Hills Library (1200 Payne Ave, St. Paul, MN 55130)
- Rice Street Library (1011 Rice St., St. Paul, MN 55117)
- Sunray Library (2105 Wilson Ave, St. Paul, MN 55119)
- Highland Park Library (1974 Ford Pkwy, St. Paul, MN 55116)

The Reading Together program is located at 6 locations around St. Paul:

- Rondo Library (461 Dale St., St. Paul, MN 55103)
- Arlington Hills Library (1200 Payne Ave, St. Paul, MN 55130)
- Rice Street Library (1011 Rice St., St. Paul, MN 55117)
- Sunray Library (2105 Wilson Ave, St. Paul, MN 55119)
- Dayton's Bluff Library (645 E 7th St., St. Paul, MN 55106—this library is located inside Metropolitan State University)
- Merriam Park Library (1831 Marshall Ave., St. Paul, MN 55104))

The Createch program is located at 3 locations around St. Paul:

- Rondo Library (461 Dale St., St. Paul, MN 55103)
- Arlington Hills Library (1200 Payne Ave, St. Paul, MN 55130)
- Rice Street Library (1011 Rice St., St. Paul, MN 55117)

VOLUNTEER OPPORTUNITIES

Homework Centers (Kindergarten – College)

Centers are comfortable spaces at the library where students drop in and work on their homework, independently or with the help of volunteer tutors. Volunteers assist students with homework, create a welcoming atmosphere at the homework centers, and act as positive role models for students. The Library staff pairs tutors with students according to their skills and the students' needs, in order of arrival. Each session is about 30 minutes, then the tutor switches to the next student. Students may sign up for multiple tutor sessions in a day.

Reading Together (1st-5th grades)

Volunteers meet one-on-one with a student in grades 1-5 for one hour per week for one school year. The goals are to foster an enjoyment of reading and create a positive mentoring

relationship. As a reading mentor, you will develop rapport with the student and support their individual growth and engage with literacy activities and games. Tutors must be proficient in reading and writing. Most of the students come from families who speak English as a Second Language and are underperforming in reading tests at school. Based on your available hours and desired library location, you will be paired with a student who has the same availability.

Createch (Teens)

Mentor teens to deepen interest in STEAM (Science, Technology, Engineering, Arts, and Math) concepts and tools! Createch offers opportunities for hands-on familiarization with interest-led, STEAM concepts and tools. Teens have the opportunity to "mess around" with tools which might not otherwise be accessible to them. We offer tools necessary to explore sewing, circuitry, crafting, photography and videography, audio recording, drawing, videogames, and to mess around with software and apps on computers and iPads. Createch strives to help students gain a comfort level with a variety of tools for creativity.

TIME COMMITMENT AND SCHEDULE

- **Homework Centers** are open for students and tutors Monday-Wednesday, 4:00 pm - 7:00 pm. Volunteers commit to at least one hour of tutoring per week.
- **Reading Together** runs for students and tutors Monday-Wednesday, 4:00 pm -7:00 pm. Volunteers commit to one hour of reading per week.
- **Createch** hours vary by location; contact the Arlington Hills, Rice Street, or Rondo location for details. Volunteers commitments vary, contact locations for details.

REQUIREMENTS

- Age 14+
- Background check
- If tutoring virtually, Internet access and device capabilities sufficient to video conference

TRAINING

- Orientation (4 hours total): 2 separate, 2-hour sessions (delivered virtually or in-person)
- Tutors receive active coaching & support from a Site Coordinator, who is always present when tutoring is happening
- We also offer ongoing trainings throughout the year on various topics such Diversity, equity and inclusion; Tutor read aloud and vocabulary; Managing student behavior.

INTERESTED?

Step 1: Complete Interfaith Action's volunteer application and indicate your interest in Saint Paul Public Library.

Step 2: Email the Saint Paul Public Library at VolunteerSPPL@ci.stpaul.mn.us to confirm your interest and set up your volunteer shifts.