



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
 - Neighborhood House
 - 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 economic stability and mobility, 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), including regular trainings;
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:

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

LOCATION

DIW is located at 3080 Centerville Road, Little Canada, MN 55117.

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 unload food deliveries from Second Harvest Heartland or the Food Group, sorting and restocking as needed. Must be able to lift up to 50 lbs.
- **Holiday Food Bags:** Thanksgiving and Christmas food bag assembly and distribution.
- **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, Indigenous People's Day Parade, 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 (1160 Clarence St., St. Paul, MN 55106) to DIW food shelf for

distribution to participants and families. Must be able to lift 25 lbs. and pass driver background check.

ADYC (Ain Dah Yung Center) is located at 769 University Ave, St. Paul, MN 55104. DIW works in partnership with ADYC to provide volunteer support for the following positions:

- **Shelf Stocker:** Stock food shelves and rotate items to ensure freshness and observance of expired items.
- **Delivery Help:** Help unload food deliveries, sort and restock as needed. Must be able to lift up to 50 lbs.
- **Clothing Closet:** Sort through donations such as clothing, household items, and jewelry. Put in appropriate places. Tidy up space as needed.

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.

TIME COMMITMENT AND SCHEDULE

Hours and shifts for 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: Emergency Services: Theresa Halvorson-Lee, 651-789-3864,

thalvorson-lee@interfaithaction.org

Youth Enrichment: Tiana LaPointe, 651-789-3863, tlapointe@interfaithaction.org



INTERFAITH
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PROJECT HOME

ABOUT PROJECT HOME

For more than 24 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.

LOCATION

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

VOLUNTEER OPPORTUNITIES

Project Home offers different opportunities for houses of worship support our neighbors. These include:

- **Weekend Meal Teams:** Help plan weekend meals for ~50 shelter guests! Meal Teams of 3-6 adults (older supervised children are welcome to join adult teams) set up, prepare, service, and clean-up during weekend lunch and dinner shifts, lasting 3-4 hours total. There are two Meal Team options:
 - Plan and shop for the meal, and bring ingredients and prepare on-site at Provincial House; OR
 - Project Home's Chef Derek pre-prepares your Team's meal ahead of time, and your Team reheats the meal for guests.
 - Weekend Project Home staff have certified food safety training to oversee volunteers preparing meals.

- **Special Events:** Host a monthly birthday celebration! Work with Project Home 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.
- **Seasonal needs:** Based on our guests, inventory, and the season, Project Home families may need the following items:
 - Books
 - Diapers
 - New, in-the-box gift items for the holiday shoppe
 - Winter gear (coats, gloves, mittens, scarves, hats, boots)

TIME COMMITMENT AND SCHEDULE

Time commitments range from 3 hours for a typical meal or evening shift, to 6-8 hours for all-day special events or team builds. Currently, Project Home is hosting weekend and occasional volunteers at Provincial House only. Future opportunities may include overnight shifts at shelter.

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, or 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 the 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.

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://www.volgistics.com/appform/457191>

CONTACT

Website: <https://commonbond.org/volunteer/>

Questions: CommonBond is currently seeking to hire a Volunteer Manager; more information coming soon!

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

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.

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.

Data Quality Custodian

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: 2-4 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.

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

Our mission, "Unlocking each child's potential through the foundation of reading," supports equitable educational outcomes. Reading is the gateway to graduation. ESLC brings together community elders, teachers, and parents to support readers who struggle in our Literacy Mentoring (K-third grade tutoring) program. Children participate in 30-40 hours of one-on-one Literacy Mentoring during or after school, with the option to participate during the summer as well.

LOCATIONS

- **Higher Ground Academy** (1381 Marshall Ave, St Paul, MN 55104)
- **Chelsea Heights** (1557 Huron St, 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)
- **Virtually!**

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. Virtual mentors receive a tutoring toolkit.
- 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 \$245 per month and an Education Award are available to volunteers, age 50 years and older, who commit to 8-10 hours 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+
- Satisfactory completion of background checks (cost covered by East Side Learning Center)
- Speak, read, and write English fluently, and strong written and verbal communication skills
- Ability to learn and apply a variety of literacy tutoring techniques
- Healthy condition to work with children in a fast-paced school environment
- Ability to get to school site independently
- Ability to exercise flexibility, initiative, good judgement, and discretion
- Ability to relate to individuals from diverse ethnic, cultural, and socioeconomic backgrounds and to work together in a fair and cooperative manner
- Experience Corps and AmeriCorps Member Literacy Mentors must be 50 years or older
- U.S. citizen or lawful permanent resident

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?

"Working with ESLC, other mentors and the children we serve connects me with my love of reading and helps me support our scholars. As each child learns to explore the world through reading, our community grows stronger." – Kate, ESLC Literacy Mentor

INTERESTED?

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

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



QR Code

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. Neighborhood House serves more than 15,000 people at multiple locations throughout the City of St. Paul, and 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 their [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 our in-person shopping model. Time commitment: 3 hour shifts, minimum commitment of 4 shifts

• **Skills for School Preschool Class Volunteer:** Volunteers serve alongside classroom teachers help immigrant and refugee children develop the skills they will need to enter kindergarten. The Skills for School Preschool helps children learn fundamentals, such as numbers, letters, and colors, as well as improve their language and social skills. Volunteers assist staff with engaging games, crafts, and other fun learning activities for children between the ages 3-5. Time commitment: 2-2.5 hours per week depending on the site, typically over 12 weeks

• **Adult Education Classroom Assistant:** Our ELL classes focus on a learner-centered model which incorporates basic English language instruction with American cultural lessons and daily survival skills. Classroom assistants support a staff teacher working with adult immigrants and refugees from all over the world in large and small classroom settings, as well as small group and one-on-one. They help provide a comfortable learning atmosphere and aid learners in the acquisition of the skills they need to live, work and support their families in the United States.

• **Computer Class Volunteer:** Volunteers will make an impact in computer class by directly assisting students as they reach toward their digital literacy goals. Computer literacy classes allow learners to gain the skills needed to thrive in our increasingly electronic world. Students gain skills in typing, and internet searching that can be used in their everyday lives. They use these skills to search for jobs, stay connected with family, access information about their children's education, study English, and pursue post-secondary and continuing education opportunities. Time commitment: 1-2 hours per week, typically over 12 weeks

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.

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 Manager, 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 Twin Cities 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
- Cherokee Heights Elementary School - St. Paul
- John Paul II Elementary School - Minneapolis
- Northside Achievement Zone Literacy tutoring partnership – Minneapolis (virtual only)

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 – Adult)

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 slightly below reading level. 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. No programming in January.
- **Reading Together** runs for students and tutors Monday-Wednesday, 4:00 pm -7:00 pm. Volunteers commit to one hour of reading per week October-May. No programming in January.
- **Createch** hours vary by location; contact the Arlington Hills, Rice Street, or Rondo location for details. Volunteers commitment to at least one hour per week

REQUIREMENTS

- Age 14+
- Background check 18+

TRAINING

- Training- Virtual training and in person shadowing opportunities.
- Orientation: In person tour of library and overview of on-site programming.
- Tutors receive active coaching & support from a Site Coordinator, who is always present when tutoring is happening

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.