

Student Registration Leader

Student Registration is the first step for all adults wishing to take classes at Literacy Advance. It is our opportunity to collect new students' contact information and introduce them to our agency and our programs. New students complete a short placement test during registration, which is designed to help Literacy Advance staff ascertain each student's literacy level, and place them in the appropriate class.

Once registered, new students are on the waitlist for a regular class at Literacy Advance. In the meantime, they can attend the Waiting Class, meet with our Transition Coach, use our Computer Lab, and access other Literacy Advance services and help.

How is Student Registration organized? What is the role of the leader?

- Student Registration takes place at set times each week, and new students can sign up for a session that suits them. ESL Registration sessions take place separately to ABE Registration sessions.
- The Student Registration Leader welcomes new students, presents important information to them (script, presentation, and training provided to all volunteers), and assists new students to complete paperwork. The leader also administers and supervises the placement test.
*When possible, Literacy Advance arranges for a volunteer assistant to be present, whose role is to assist students with paperwork and answer simple questions. It is not always possible to arrange for an assistant, but we do our best!
- Literacy Advance Programs Staff send out the Student Registration volunteer schedule each month, and volunteers indicate their availability. This is a flexible opportunity, so there is no minimum commitment, although we do encourage regular involvement.

What are the requirements for leading Student Registration?

Volunteers who lead Student Registration should:

- Be aware of the importance of following the script and procedures Literacy Advance has developed for Student Registration and commit to presenting the information as instructed;
- Understand the importance of Plain Language when presenting information to new students;
- Attend a Student Registration Leader training session provided by Literacy Advance;
- Observe at least one Student Registration session, and assist with at least one further Student Registration session, before leading independently;
- Record student attendance using the attendance sheet provided for each session;
- Record all volunteer hours they spend leading Student Registration in the Volunteer Sign-In book (kept in the Resource Room).

Note: While not a requirement, a basic knowledge of Spanish can help in leading ESL Student Registration.

For further information, or to get involved, please contact the Literacy Advance Volunteer Manager, Maxine Stefano (volunteer@literacyadvance.org or 713.266.8777).

