Orange Public Library

Adult Literacy Internship

Our Library:
The Orange Public Library welcomes and supports all people in their enjoyment of reading and pursuit of lifelong learning. Together we strive to preserve local history and to provide equal access to information, ideas and knowledge through books, programs and technology.

Adult Literacy Program:
The Adult Literacy Program at the Orange Public Library & History Center is a volunteer-based program that offers tutoring assistance for English speaking adults seeking help with improving their reading and writing skills

Responsibilities:
- Searching for Lexile and level-appropriate passages that will be used in the assessment process for the intake of new students
- Review current literacy lab materials and discard obsolete items
- Research adult literacy materials to add to the collection

Benefits:
- Opportunity to help students learn
- Chance to meet new people and help others
- Learn about the different types of careers available within a Public Library
- Gain professional experience

Requirements:
- Must be enrolled in an internship course where credit is awarded for hours completed
- Knowledge of the field of literacy in general
- Must be able to read well, use the computer for research, and have a general knowledge of Microsoft Office Suite (Word, PowerPoint, and Excel)
- Desire to help the Library and members of the Orange community
- Good communication skills, patience, and enthusiasm working with others
- Be willing and able to follow directions
- Ability to commit to and keep scheduled hours
  - Schedules to be determined by Adult Literacy Coordinator and Intern

Application Procedure:
- Submit an Orange Public Library Volunteer Application
- Interview with Library staff
- Background process, which may include fingerprinting and/or drug screening. This process is paid for by the City of Orange

Intern Reports To: Adult Literacy Coordinator
Contact Person: Library Volunteer Coordinator, (714) 288-2569 or lgroscost@cityoforange.org