

# Sylvania Student Learning Center

## Volunteer/Work Study

### English Conversation Partner Program Job Description

#### Position Description

The primary goal of the Volunteer/Work Study Conversation Partner Program is to connect volunteers who speak English fluently with non-native speakers (PCC students only) for conversation purposes.

#### Program Outcomes / Benefits

- Meet new people
- Strengthen cultural competence skills
- Gain leadership experience
- Gain a reference for job or college applications
- Foster a sense of community on campus

#### Responsibilities

- Complete a Volunteer Orientation and Policies Procedure Form and submit it to the Office Lead.
- Participate in a short Volunteer Orientation during your first shift.
- Create a welcoming and professional environment through engaging in appropriate and culturally sensitive conversations with students and staff.
- Ensure students sign-in and out of the center.
- Conduct all conversations in the Sylvania Student Learning Center (SY, Library 140) or Sylvania Library. *Please notify the Office Lead/Front Desk people if you opt to meet elsewhere in the library.*
- Be on time for all scheduled shifts and notify the Office Lead, Shani Ong ([shani.ong@pcc.edu](mailto:shani.ong@pcc.edu) or 971-722-4702) of any schedule changes.
- Check email regularly for center and/or schedule updates.
- Confer with Office Lead or Center Coordinator as needed.

#### Position Requirements

Volunteers should speak English fluently and be available to meet with students for an hour or more per week. The program starts week 2 of the term and ends the week before finals.

Scheduled tutors will typically work between 1 and 6 hours per week.

Volunteers and Work-Study Students are scheduled on a term-by-term basis.

**If you are not a current student**, please complete the **PCC Community Volunteer Form**. Volunteer Parking Passes are available with advance notice for any non PCC student or employee volunteers who have completed the necessary steps and been scheduled to volunteer in the center.

# Volunteer/Work Study

## English Conversation Partner Program Application

Today's Date:	Term:	Year:
Are you a current PCC student or employee: YES / NO		Do you speak other languages? If so, please list:
First Name:	MI:	Last Name:
PCC ID (G#):	Preferred Pronouns:	
Phone (Cell):	Phone (Home):	
Email Address:		
Mailing Address:		
Are you volunteering as part of a Service Learning Project? If yes, please complete the following information:		
Class Name:	Instructor Name:	Hours to Complete in Term:

How many hours per week would you like to volunteer? \_\_\_\_\_

Please indicate your availability to volunteer by placing a check "✓" in the boxes below.

Time	Mon	Tue	Wed	Thu	Fri	Sat
9:00-10:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Closed	Closed
10:00-11:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00-12:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:00-1:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:00-2:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:00-3:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:00-4:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Closed	Closed
4:00-5:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Closed	Closed
5:00-6:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Closed	Closed
6:00-7:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Closed	Closed

Comments: \_\_\_\_\_

**\*\*\*FOR OFFICE USE ONLY\*\*\***

Scheduled / Start Day	Contact Date	Method: <i>(Circle all that apply)</i>	Nametag	Contact List	PCC Policy	Certificate
		Email / Phone / Message / In Person				