

# **Hartford Public Library Volunteer Position**

## **U.S. Citizenship Guides**

### **TIME COMMITMENT**

Approximately 4 to 8 hours per month.

### **QUALIFICATIONS**

Legal Permanent Resident, responsible, English proficient, strong technology skills, enjoy working with people, able to work with confidential information. Immigrant high school students encouraged to apply.

### **RESPONSIBILITIES**

**Attend mandatory orientation training** (Approx. 9 hrs.) Topics and activities covered include: the effective use of Library ESL/Citizenship educational technologies for self-study; the naturalization process; rights and responsibilities of citizenship; community information and referral, attending a Naturalization Ceremony.

**Accompany clients on field trips** to civic arenas such as City Hall, the Capitol, the Old State House, the Supreme Court, and to a State Legislature and a City Committee Hearing.

**Recruit and mentor** (individually or as a small group) legal permanent residents on the use of the Library ESL/Citizenship self-study educational technologies. Legal permanent residents (LPRs) are foreign nationals who have been granted the right to reside permanently in the United States. LPRs are often referred to simply as "immigrants," but they are also known as "permanent resident aliens" and "green card holders."

Steps include:

- 1) Intake and assessment of client:
  - Verify LPR status.
  - Complete and submit intake form to project supervisor.
  - Review with your client the eligibility requirements for U.S. Citizenship.
  - Assess a client's literacy level.
  - Match the client to the Self-Learning curriculum/module prepared by the project that meets the learning needs/level of that student.
- 2) Train client on the use of the self-study materials.
- 3) Support client's learning:
  - Monitor the client's learning progress.
  - Follow up with clients to make sure they are progressing within the curriculum.
  - Meet with your client regularly 4 to 8 hours per month (individually or in small groups).
- 4) Meet with your supervisor every other week to share client logs and progress.

### **CONTACT INFORMATION**

**Hartford Public library (860) 695-6334**