

■ Who we are

Since 1965, Tri-County OIC Adult Learning Center has provided quality academic, vocational, workforce, and family education classes to more than 1,200 students each year at 20 sites in Cumberland, Dauphin, Perry, and York counties.

OIC offers programs to achieve basic literacy skills, family literacy, GED/high school diploma, and vocational skills, as well as job development, counseling, and placement services.

■ Our mission

Our mission is to deliver educational and training services that are high quality and learner-focused by capitalizing on the experience of our staff, the support of our partners, and the resources of our community. Through education we help our students to become better workers, better citizens, and better family members.

At OIC, we train people for life.

Tri-County OIC admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs or any other school-administered programs.

6/07

If you
answered

YES to any of
these questions, the
OIC Volunteer Program
may be the answer to
matching your skills
with the needs of
adult learners
and families.

Tri-County OIC
Adult Learning Center
500 MACLAY STREET
HARRISBURG, PA 17110-2463



At OIC, we train people for life.



volunteerism

opportunities to make a difference

Would you like to
make a difference
for a child, parent,
or adult learner?
Do you have skills
or knowledge
that you are
willing to share?
Could you spend
an hour a week
teaching, helping
someone learn,
or mentoring?

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n What are volunteers?

Volunteers are people who give their time, talents, and knowledge to help others meet a personal objective or need.

n Where are volunteers needed?

Volunteers are needed at all OIC sites in a four-county area to help children, parents, senior citizens, special populations, and adults. OIC volunteers work closely with professional educators in learning centers, libraries, senior citizen centers, housing developments, and family and community centers.

n What do volunteers do?

OIC volunteers perform many important functions. Some of their work includes:

- tutoring adults in reading, writing, or math;
- teaching computer literacy or keyboard skills;
- helping new readers learn phonics and word recognition skills;
- fund-raising and public relations;

- modeling developmentally-appropriate activities for children;
- helping students prepare for the GED test;
- serving as a classroom aide;
- web site development and maintenance;
- mentoring good employability skills;
- developing curriculum;
- providing skills practice activities for nursing assistant students;
- researching promising adult education practices; and
- providing clerical support and building maintenance.

Many other volunteer opportunities are available. The volunteer coordinator will work with you to match your skills and interest to the OIC program.

n Is there volunteer training?

Volunteers must participate in training. The volunteer coordinator will provide an overview of the OIC program, its philosophy and goals, an overview of the volunteer opportunities available. The coordinator will also provide specific training in the responsibilities of being a volunteer and, most important, theories of adult learning. Volunteers will be asked to view several videos and read materials that relate to their volunteer position.

Volunteer training is usually completed in four hours or less.

n What are the goals of the Volunteer Program?

- To provide support for teachers, facilitators, and other staff in meeting the needs of our students;
- To offer volunteers the opportunity to learn and increase their knowledge and understanding of community-based organizations and adult learners;
- To provide adequate training and support for volunteers;
- To match students and volunteers in a meaningful way;
- To educate our stakeholders about the volunteer opportunities available at OIC; and
- To recognize volunteers' contributions.

n How do I become a volunteer?

To find out more about OIC's Volunteer Program, contact OIC at 238-7318 or info@tricountyoc.org. Or visit us at www.tricountyoc.org.

volunteerism
opportunities to make a difference