



Literacy Volunteers of Niagara County

Literacy Volunteers Staff
Susan Shaft-Executive Director
Vickie Kutnyak-Program Director
Patricia McKenna-Trott Coordinator

Certified Literacy Tutor Trainers:

Dennis Caisse
Christa Lutz
Patricia McKenna
Vickie Kutnyak

Board of Directors

Lisa Stephens-President
Thom Olsen-Vice President
Jane Olstad-Secretary
Tom Riley-Treasurer
Dennis Caisse
Tim Marren
Jennifer Morris
Colleen Slate

A special thanks to all of
our dedicated tutors,
students, and supporters.

Student Manual



Lockport Office 433-7014

23 East Avenue, Lockport New York 14094
Hours: Monday-Thursday 10:00-3:00

Trott Access Center Office 278-8224

1001 11th Street, Niagara Falls New York 14301
Hours vary: Monday-Friday

www.niagarareads.org

Who are We?

Welcome to Literacy Volunteers of Niagara County (LVNC). Our mission is to work together with volunteers and the community to help adults acquire the necessary skills to function effectively as citizens, workers, and family members.

Assistance is tailored to students needs and may include reading, writing, and math instruction. Direct services are provided through LVNC staff and volunteers.

LVNC values diversity and does not discriminate against any person because of race, color, creed, religion, sex, age, or familial status.

What Can We Do For You?

LVNC staff will:

- Determine what skills you have and help you decide what you need and want to learn.
- Match you with a dedicated tutor that will offer you lessons in reading, writing, and skills.
- Serve you at no charge.
- Provide you with access to a lending library of workbooks and other other materials.
- Share information about your learning with your knowledge and permission.

What We Expect From You:

- Be at least 18 years of age.
- Have a desire to learn.
- Be willing to commit to meeting with your tutor once a week .
- Be available for yearly evaluation at the LVNC office.
- Call your tutor as soon as possible if you cannot make a class session or meeting.
- Be active in setting your goals and in keeping track of your progress.
- Be courteous to your fellow tutor, volunteers, and the LVNC staff.
- Let us know if you have been convicted of a felony.
- Not bring guests or children to class with you.
- Let your tutor and the LVNC staff know immediately if you are leaving the program.

For the safety of our employees, volunteers, and students, we do not serve anyone on the sexual offender list.

What We Do For Niagara County

- As a clearinghouse, share information about adult education with parents, teachers, and others.
- Work with programs which share our aim of helping adults meet their learning goals.