

EXHIBIT C

CONTRACTOR shall provide services to **COUNTY** during the term of this contract as follows:

Under direction of **Director of Library Services** plan, organize, and direct the work of the Literacy Project Grants for **COUNTY**. Services may include but are not limited to:

- Recruit clients and counsel adults as to available and appropriate program
- Report on a monthly basis to **Director of Library Services** as to status of the project
- Speak to community groups
- Conduct community outreach
- Prepare written and oral reports for County Board of Supervisors
- Seek funding from sources other than County of Humboldt
- Recruit, train, and monitor progress of tutors
- Work effectively with other major agencies involved in training and assessment activities
- Keep records
- Select materials for client use
- Conduct in-service training for tutors
- Establish procedures for project activities