

VOLUNTEER JOB DESCRIPTION

JOB TITLE: READING BUDDIES VOLUNTEER - SUPERVISED

REPORTS TO: Information Staff

SUMMARY

Under the direction of a designated supervisor, provides reading practice to children aged 7-11. **In-person only.**

RESPONSIBILITIES

1. Provide reading practice in a supervised group setting.
2. Create an encouraging and positive environment for readers.
3. Identify child's reading interests and help select appropriate reading materials.
4. Use library and computer technologies to support the development of literacy skills as appropriate.
5. Good attendance and punctuality are required.
6. Supports the *Mission, Vision* and *Values* of Vaughan Public Libraries.
7. Responsible following Health & Safety policies and procedures.
8. Record hours worked and tasks accomplished if required for community service placements.
9. Other duties as assigned.

QUALIFICATIONS

- Completed Grade 8 and is at least 14 years old.
- Proficiency in English language.
- Ability to read and recite texts proficiently.
- Ability to communicate courteously and effectively.
- Enthusiasm for working with children.
- Patient, dependable and reliable.
- Volunteers 18 years or older must obtain and submit a Police Vulnerable Sector Check prior to participating in the program.

TIME COMMITMENT

- Volunteers must commit to a minimum participation level of 1 hour per week as scheduled for the duration of the program (excluding holidays).

APPLICATION PROCESS

- Volunteers must complete and submit a Reading Buddies application.
- Volunteers must submit two reference letters and successfully complete an interview.
- Volunteers must complete the 'Release of Liability, Waiver of Claims, and Assumption of Risks' form.

TRAINING

- Volunteers must attend an orientation/training session prior to participating in the program.

BENEFITS

- Volunteers will gain valuable work experience and develop teamwork and leadership skills.
- Volunteers will earn community service hours for their secondary school diploma.