READING TOGETHER PROGRAM: Volunteer School Coordinator

Job Summary

Volunteer School Coordinators work with school staff, volunteer readers, and the Program Coordinator to ensure the smooth operation of their school's program. Coordinators can expect to commit approximately 2 hrs per week attending to various tasks such as organizing supplies and maintaining communication between volunteers and staff. School Coordinators are encouraged to read with students if desired, either by taking a weekly role reading with students, or periodically filling in for reading volunteers when needed.

Program Description

The program operates from October-May within SD22 elementary schools during school hours. Volunteer readers commit to providing a judgement free space for students to hone their reading skills. The School Coordinator supports these volunteers and their students by ensuring the program has the resources required to meet students' needs.

Responsibilities

- Attend an orientation/training session
- Create the volunteer reader schedule
- Communicate with school staff and reading volunteers as needed
- Organize Reading Together library and maintain materials
- Review student files regularly to track progress
- Assist with recruitment of parent and community volunteers
- Report any concerns to the Program Coordinator
- Follow all program protocols (health, safety, confidentiality & code of ethics)

Qualifications

- 18 years or older
- Enjoys working with others
- Enthusiasm for reading
- Excellent communication and organizational skills
- Criminal Record Check (this will be submitted through the placement school)

Applicants must submit a completed volunteer application form with references for consideration. Applications are available online.

Please contact the Program Coordinator for more information or if you require a manual application. Note: School placements are based on volunteer needs. When possible, placements will be made to preferred schools or locations.

Thank you for your interest in this program!

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