

## Volunteer Job Description

<b><u>Purpose</u></b>	Support the Reading And Parent Program (RAPP) at the Family Literacy Centre
<b><u>Job Description</u></b>	<ul style="list-style-type: none"><li>• Assist the Family Literacy Team with preparation of RAPP book packs for groups</li><li>• Prepare crafts</li><li>• Assist in the selection of books</li><li>• Photocopy handouts</li><li>• Organize individual packs for a group</li><li>• Do some record keeping</li><li>• Occasionally assist with preparations for other workshops</li><li>• Keep a record of volunteer hours with the Centre</li></ul>
<b><u>Skills and qualifications</u></b>	<ul style="list-style-type: none"><li>• Organized</li><li>• Attentive to detail</li><li>• Able to create neat, well presented packages for parents</li><li>• Able to be flexible</li><li>• Work as part of a team</li><li>• Interest in early learning activities and children's books</li><li>• Ability to work independently in a busy office</li><li>• Respect for confidentiality</li><li>• Take a short orientation training</li></ul>
<b><u>Reporting to:</u></b>	The Family Literacy Coordinator (who provides ongoing support)
<b><u>Time Required:</u></b>	<ul style="list-style-type: none"><li>• 2 hours per week</li><li>• some flexibility; individual arrangements to be made</li><li>• 3 months, renewable</li><li>• September to mid-July</li></ul>