Volunteer role

Reading Buddies Coach/Helper

Reading Buddies Program

Lalor Park Library, Corner Freeman Street and Northcott Road, Lalor Park

Purpose

As a Reading Buddies Coach/Helper, you can make a difference by improving the reading skills and confidence of primary school aged children in the local community. It is essential that you have a current WWCC number.

We would like you to:

- Sit with one child at a time and listen to them read for 25 minutes.
- Assist the child in choosing a suitable book for them to read.
- Encourage the child to work out challenging words independently, by using visual cues or sounding out the word.
- Use positive language when sitting with the child and use words of praise and encouragement for noticeable improvements in ability.
- Improve each child's confidence in their reading ability and their reading and comprehension skills.

Everything you do is in a voluntary capacity, and as such, there is no remuneration (pay).

Qualities we are looking for

Preferred qualities we are looking for from a volunteer are:

- Enjoys working with children
- Has previous experience working with primary school aged children
- Patient and positive personality
- Ability to establish a rapport with children quickly
- Respectful and embracing of diversity in the customers who visit the library and their communities.

You will receive support

Our Branch Librarian is responsible for coordinating when you and other volunteers attend and making sure that you are safe. They will take you through a compulsory full induction program to introduce you to Lalor Park Library, the Reading Buddies program and your purpose.

Our expectations

We expect all our volunteers to:

- be punctual and advise staff if you are unable to attend as agreed
- be kind, approachable and respectful to library customers and staff
- be welcoming and encouraging to children in the Reading Buddies program
- do all tasks safely by following our procedures and work instructions
- read Council's Work Health Safety (WHS) Handbook
- read Council's Volunteer Handbook

- comply with Council's Code of Conduct for Volunteers
- attend scheduled support and guidance sessions including Code of Conduct for Volunteers and WHS, and other sessions as required
- treat all people fairly and with respect
- discuss any concerns with the Lalor Park Branch Librarian
- not be under the influence of alcohol or drugs whilst volunteering
- not make media or social media comment about Council matters.

What's in it for you

- Making a positive contribution to your community
- Giving yourself a sense of achievement and purpose
- Developing new skills
- Helping you meet new like-minded people which can make you feel more connected and valued
- Being part of a supportive team
- Feeling happy because you have made a difference in the life of a child
- Imparting a love of reading to children
- Feeling rewarded because you have improved the reading ability and confidence of children in the local community

Acknowledgement and agreement			
Volunteer	**Name**		
	Signature	**Date**	