



## **LIBRARY ARTS AND HERITAGE**

### **Reading Buddy – Role Description**

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#### **Program Description**

Reading Buddies assist Primary School aged children in the Dandenong area by providing English language and literacy support.

#### **Role of the Volunteer**

- Convey the message that reading/learning is a fun and valuable activity.
- Encourage effective learning habits.
- Assist children in practicing reading and English language skills.
- Be a caring, kind and friendly adult in the life of a child.
- Foster a safe and supportive environment that builds positive relationships.
- Provide conversational time and social support.

#### **Values, Skills and Qualifications of Volunteers**

- Passion for reading with the ability to encourage a value of reading in children.
- Competent in English language.
- Patience, tolerance, warmth and respect.
- A strong ability to provide a caring, kind and friendly presence.
- Interpersonal skills of humour, understanding and empathy.
- Demonstrated ability to work with children.
- Understanding and appreciation of our diverse community.
- An ability to keep all student information in the strictest confidence.
- Working with Children's Check and Police Check (Council covers cost).

#### **Application Process**

Complete an Application Form

Interviews with Council's Volunteer Co-ordinator and Children's Literacy Project Officer

Apply for and then provide Police Check and Working With Children Check (Arranged by Council's Volunteer Co-ordinator)

Reference Checks

Induction with Children's Literacy Project Officer

#### **Hours of work**

Volunteers are required once/week, for 1 – 1.5hr hours. There are programs during school hours and after school.

#### **Volunteer Commitment**

A minimum commitment of at least one semester is required.