COLUMBUS METROPOLITAN LIBRARY

**VOLUNTEER POSITION PROFILE**

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| **Position Title:** | Reading Buddies Volunteer | **FLSA Status:** | Volunteer |
| **Department:** | Public Services | **Pay Range:** | Unpaid Position |
| **Reports to:** | Reading Buddies Coordinator | **Effective Date:** | 10/18/2019 |

**PURPOSE OF JOB:** Read with children to improve their skills to increase the promotion score of the grade 3 Ohio’s State Test in English Language Arts.

**JOB IMPACT:** This position provides support to young customers by developing strong reading skills, allowing them to pass the 3rd grade reading test required to pass into the next grade level. Research shows that each session can increase the test score by 0.7 points.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Carefully listen as children read aloud, guiding them through the reading process by using one of three tools literacy tools to guide the reading interaction. Each reading interaction takes 15 minutes.
2. When students select too difficult material, guide them to easier text; when they select material that is too easy, guide them to more skill-appropriate books.
3. Following the session, facilitate a short, positive discussion with the caregiver and the student.
4. Other duties as requested.

**INTER-ACTION:**

Interaction with staff, and child and their caregiver.

**MINIMUM QUALIFICATIONS:**

1. Basic literacy skills
2. Strong interpersonal communication skills.
3. Readily displays a passion for reading to young children.

**LEARNING EXPERIENCE PROVIDED:**

1. Learn the literacy tools provided that focus on specific literacy skills, guided reading and vocabulary practice.
2. Gain experience and practical knowledge of educational skills need to work with young children.

**HIGHLY PREFERRED QUALIFICATIONS AND COMPETENCIES:**

1. Works hard and is energized. Works within the guidelines established by the Volunteer Coordinator and/or area manager. ***(Action Oriented)***
2. Takes direction well. ***(Approachability)***
3. Works well with staff and fellow volunteers to help maintain a cooperative work environment. ***(Peer Relationships)***
4. Performs tasks in a timely manner with minimum number of errors. ***(Productive Work Habits)***
5. Interacts with customers as directed by the Volunteer Coordinator. Provide the highest level of customer service and confidentiality possible. ***(Customer Focus)***

**COMPUTER/TECHNOLOGY SKILLS/EQUIPMENT/SOFTWARE SKILLS:**

No technology is needed for this volunteer position.

**WORK ENVIRONMENT:**

Majority of the work performed in a general office/library environment. Requires participation and attendance at predetermined library events and training.

**DISCLAIMER:**

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

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