

## ELF VOLUNTEER JOB DESCRIPTION

### Qualifications:

- Be 16 years of age or older and have the ability to read and write English at an appropriate level. No previous teaching experience is necessary.
- Speak English well with clear pronunciation. This is especially important for students as their reading skills are developing.
- Willingness to be creative, flexible, enthusiastic and have a sense of humour.
- Have good communication, listening and organizational skills.

**Responsible To:** Elementary Literacy/Littératie au Primaire

### Key Responsibilities:

- Completion of a 3-hour training program covering theory, strategies and techniques, roles and responsibilities of volunteers and how the ELF program works.
- Meet all screening requirements including Policy 701 for the Protection of Pupils and a Criminal Background Check and a Vulnerable Sector Screening.
- Commit to a consistent weekly schedule for one-on-one mentoring at the school, two days per week, for ten weeks, in the afternoon immediately following the early dismissal time (varies from school to school).
- Follow the program as described in the ELF Volunteer training.
- Be sensitive, patient, understanding and respectful of the child's situation, needs and goals.
- At all times, honour the unwavering commitment to delivering services in an environment that is safe, healthy and supportive for young children.
- Accept your role as a volunteer, not a teacher, and retain confidentiality at all times.

**Time Commitment:** Initial 3-hour training, followed by 2 hours of volunteering per week. From time-to-time there will be additional training offered.

**Length of Commitment:** ELF is offered three times a year with January, April and September start dates. We ask that you commit to 10 weeks during one or more of these sessions.

### Reasons a Volunteer's Service May Be Ended:

- If the volunteer fails to carry out his/her assigned responsibilities or commits a breach of confidentiality, Elementary Literacy/Littératie au primaire may choose to end his/her service.

## ELF VOLUNTEER POLICY EXPECTATIONS

### Expectations Prior to First Volunteer Session:

- Complete the required application paperwork and attend a training session.

### Expectations During Volunteer Session:

- Be prompt and dependable. Please call the school if you cannot come at your scheduled time.
- Be aware of the child's arrangements for dismissal once volunteer session is complete.
- Be confidential. A child's work and behaviour in school is to be held in confidence.
- Protect privacy. Do not ask for a student's address or phone number, and do not share yours with the student(s).
- Be a positive role model for children in attitude, behaviour, language, and dress. Let your conversations demonstrate respect for others, and avoid language that may be perceived as discriminatory, sexist, or offensive.
- Volunteers do not initiate touching a child (hand-holding, hugs, lap-sitting), but may respond to child's initiation of appropriate touch.
- Be respectful of children's diversity of culture, religion, and background. Don't assume the child celebrates the same holidays (Christmas, Easter, Halloween, or even their birthday). Also don't assume the make-up of a child's "family" (size, race, or gender).
- In an effort to remain fair and consistent among volunteers, we ask that you do not bring gifts or food treats for individual children.

### School Policy Expectations:

- Provide copies of your criminal record check, vulnerable sector screening and Policy 701 assessment to the office upon arrival on your first day of volunteering.
- Sign in and out upon arrival and departure according to school guidelines.
- Be aware of emergency procedures and evacuation protocol.
- Discuss problems with the teacher or volunteer coordinator, not with other volunteers or parents. Every problem is solvable with respectful, honest communication. Please do not hesitate to call the ELF toll free number (1-855-898-2533) or email ELF with any questions or concerns.
- Notify the teacher or principal immediately if a student confides about an abusive situation. Staff will do the necessary follow-up.

### Volunteer Completion Expectations:

- Ensure positive closure. If you plan on ending your volunteer involvement before the end of the year, please notify your teacher and the volunteer coordinator. It is especially important if you are working with a child that the student is clear about your final date with him/her. The child needs to be left with the clear message that you have enjoyed working with him/her.
- Return your volunteer kit to the Brunswick News office closest to you. Please attach your name to the kit, so that we can keep record.