

# Volunteer Reference Family Literacy Program Assistant



\_\_\_\_\_

has applied to become a Volunteer at Centre for Family Literacy and provided your name as a reference. It would be appreciated if you could complete the following questions and submit this form back within 7 days.

1. How long have you known the applicant and in what capacity?

2. The applicant is interested in assisting in one of our Family Literacy Programs. This will involve working well with many different kinds of families with young children in a fun, informal setting. Responsibilities may include greeting families, assisting parents with small children, setup and cleanup, and being willing to take initiative and help out where needed. What qualities or strengths do you think (s)he would bring to this role?

3. Can you comment on this person's ability to solve problems and handle difficult situations? Is there an example you can provide?

4. What three words would you use to best describe this person?

5. Our volunteers need to be able to communicate clearly and be patient, non-judgmental and reliable. We would require a time commitment of about 2 hours per week. In your opinion, is there anything that would make it difficult for this person to fulfill such a commitment?

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_