

Family Literacy Program Assistant

Summary

The Centre for Family Literacy offers oral language programs for families with children from birth to age 6. Caregivers and children gather for about one hour to share rhymes and songs in a circle, led by a trained facilitator. Program Assistants support facilitators in providing a safe, welcoming environment for participants, and participate in helping to create stronger families and communities. Program times and locations vary across the city. This position requires a volunteer who works well with many different kinds of families with young children in a fun, informal setting.

Responsibilities

- Help greet families & assist parents with small children if needed
 - Help with room setup and cleanup
 - Help prepare and/or serve snack
 - Assist with circle time: sing, hold a baby or child on your lap
 - Be aware of group dynamics and be willing to help out as needed
-

Skills and Qualifications

- Enjoy working with a large group of families in a multicultural setting
 - Be non-judgmental of parents facing a variety of challenges (single parent, low literacy, low income)
 - Be comfortable taking initiative (gently bring a child back into the group)
 - Be able to get to and from program site (vehicle may be required)
 - Satisfactory Criminal Record Check and Intervention Record Check (we provide)
-

Time Commitment

- Approximately 2 hours each week: 1 hour of program, plus 1/2 hour before and after program for setup and cleanup
 - A minimum commitment of one year preferred (three 10-week sessions)
-

Benefits

- Participate in creating stronger families and communities
 - Learn new skills in resource development, problem solving and communication
 - Receive free training and professional development
 - Be part of a community of people who are making a difference!
-

Supervising Staff Responsibilities

- Program training and ongoing support to volunteer
- Provide volunteer with occasional feedback, and welcome feedback from volunteer
- Provide any materials necessary for volunteers to complete assignment
- Coordinate the scheduling of volunteers and inform volunteers of any cancellations or changes in program schedule