

Book Buddy Volunteer

Summary:

- The Windsor Public Library Book Buddy Program is a volunteer-based literacy program designed to assist and encourage children with reading difficulties in order to motivate them and provide a positive reading experience.

Responsibilities:

- Good attendance and punctuality
- Meet with your assigned child at the library for one (1) hour per week
- Support and guide child participants through guided reading, literacy games and activities
- Utilize WPL's resources to select appropriate reading materials
- Use library and computer technologies to support learning and development of literacy skills

Qualifications:

- Proficiency in English and/or French language in reading and writing
- Ability to communicate effectively and respectfully
- Able to act as a role model to help improve child's reading skills

Time Commitment:

- Volunteers must commit to at least one (1) hour per week
- Volunteers must be able to commit to being a Book Buddy for a minimum of six (6) months

Application Process:

- Volunteer Application Form
- Interview
- References
- Police Vulnerable Sector Check
- Training
- Book Buddy match and initial meeting

Volunteer Application Form

Applicant Information

Full Name: _____

Are you 16 years or older?

Yes No

Address: _____

City: _____

Postal Code: _____

Phone Number: _____

Alternative Phone Number: _____

E-mail Address: _____

Have you ever applied to become a Volunteer with the Book Buddy Program in the past?

Yes No

If yes, when and how long were you involved?

Do you have previous experience working and/or volunteering with children? How long?

How did you learn about the Book Buddy Program?

Please check your highest level of education:

Currently in school *Name of school* _____

Program (if applicable) _____

High School *Name of school* _____

College/university *Name of school/program* _____

Post-graduate degree *Name of school/program* _____

A police record with vulnerable sector check (VSC) conducted within the past year is necessary for volunteering with the Book Buddy Program and will need to be submitted prior to meeting with children.

Availability

Which Windsor Public Library branch/branches would you be able to accommodate?

Check all that apply:

- | | | |
|---|--|------------------------------------|
| <input type="checkbox"/> Paul Martin Building | <input type="checkbox"/> Chisholm | <input type="checkbox"/> Muir |
| <input type="checkbox"/> Budimir | <input type="checkbox"/> Fontainebleau | <input type="checkbox"/> Riverside |
| <input type="checkbox"/> Bridgeview | <input type="checkbox"/> Forest Glade | <input type="checkbox"/> Seminole |

Are you available to commit to the Book Buddy Program for at least 6 months?

- Yes No

Are you available to commit to a minimum of 1 hour per week?

- Yes No

You will meet with your Buddy for one (1) hour per week.

What are the best day(s) and time(s) that you can dedicate one (1) hour to?

Please mark all that apply.

| DAY: | 12 P.M. – 4 P.M. | 4 P.M. – 8 P.M. |
|-----------|------------------|-----------------|
| MONDAY | | |
| TUESDAY | | |
| WEDNESDAY | | |
| THURSDAY | | |
| FRIDAY | | n/a |
| SATURDAY | | n/a |

Are you able to provide French language instruction during the Book Buddy session?

- Yes No

Are you fluent in any other languages? If yes, which one(s)? _____

References

To expedite the reference process, it is helpful to notify your references in advance.

Reference 1:

Full Name: _____

Phone Number: _____

E-mail Address: _____

Reference 2:

Full Name: _____

Phone Number: _____

E-mail Address: _____

I hereby authorize the Windsor Public Library to contact my references, in confidence that I included in my Volunteer Application. I agree that no liability or damage shall accrue to neither the Windsor Public Library, nor the Corporation of The City of Windsor. I agree that I have read the Information Package for Book Buddy Volunteers and the Windsor Public Library's Volunteer Policy (O-19), and agree to abide by all policies of the Windsor Public Library.

Applicant's Signature: _____

Date: _____