

Volunteer Application Book Buddy Program

JOB TITLE | 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

TRAINING:

- Volunteers will be provided with a minimum of one (1) session of training previous to meeting their Book Buddy
- Book Buddy kits are readily available for use by the volunteers at nine (9) branches of WPL
- The Book Buddy coordinator will be available for questions and concerns

APPLICATION PROCESS:

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

Volunteer Application Book Buddy Program

Volunteer Application Information

Full Name: _____

Are you 16 years or older? Yes No

Address: _____

City: _____ Postal Code: _____

Phone Number: _____ Alternate Phone Number: _____

Email 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? If so, How long?

How did you learn about the Book Buddy Program?

Are you currently in school? Yes No

Please check your highest level of education:

High School College/University Post-Graduate Degree

Name of School: _____

Program Name (*if applicable*): _____

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Which Windsor Public Library Branch(es) would you be able to accommodate?

Please check all that apply:

- | | | |
|------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Central | <input type="checkbox"/> Bridgeview | <input type="checkbox"/> Fontainebleau |
| <input type="checkbox"/> Riverside | <input type="checkbox"/> Chisholm | <input type="checkbox"/> Muir |
| <input type="checkbox"/> Budimir | <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 one (1) hour per week? Yes No

Please note: You will be required to meet with your Buddy for one (1) hour per week.

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

Please indicate your availability below:

Monday 3 PM – 8 PM	Tuesday 3 PM – 8 PM	Wednesday 3 PM – 8 PM	Thursday 3 PM – 6 PM	Friday 3 PM – 5 PM	Saturday 9 AM – 5 PM

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

Please note that we cannot accept family members or romantic partners as references. To expedite the reference process, it is helpful to notify your references in advance.

Reference 1:

Full Name: _____
 Phone Number: _____
 Email Address: _____

Reference 2:

Full Name: _____
 Phone Number: _____
 Email Address: _____

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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: _____