RAISING READERS IN STORY COUNTY

Playful Pages Volunteer Job Description

Position Overview

Welcome to Playful Pages! Raising Readers in Story County (RRSC) offers Playful Pages to help families strengthen their relationships and support children's developing brains through intentional conversation and play. During the program, parents and caregivers learn strategies they can use to build their child's language environment, encourage learning, and strengthen family connection.

Playful Pages Volunteers help create an inviting, comfortable, and playful atmosphere for families. Volunteers assist with check-in, support families during play activities, help facilitate play stations, and encourage caregivers as they practice strategies with their children.

Responsibilities

- Welcome families as they arrive and help create a warm and inviting environment.
- Show families where to sign in or check in and where they may place their belongings.
- Assist families as they participate in play stations and activities.
- Interact with children in a friendly and playful manner while following the child's lead.
- Encourage parents and caregivers to actively participate and play with their children.
- Provide light guidance and model ways caregivers can support their child's language development during activities, such as:
    - Narrating actions.
    - Asking open-ended questions.
    - Describing objects, pictures, or activities.
    - Encouraging children to communicate and respond.
- Assist with an assigned play station and help keep materials organized.
- Remind families to complete the program survey at the end of the workshop.
- Take a few photos during each session when appropriate and when required parental consent has been obtained.
- Send approved program photos to the designated RRSC staff member at the end of the workshop.
- Communicate questions, concerns, or family needs to RRSC staff.
- Complete other duties as assigned by the Volunteer Coordinator or program staff.

Maintenance and Safety Requirements

- Keep play stations and activity areas clean, organized, and free of safety hazards.

- Return toys, books, and other materials to their designated locations after activities.
- Check activity materials for damage or safety concerns and report concerns to RRSC staff.
- Follow RRSC safety, emergency, confidentiality, and infectious disease procedures.
- Maintain appropriate boundaries when interacting with children and families.
- Volunteers should not be responsible for supervising children independently or providing childcare outside the assigned program activities.
- Follow staff direction regarding child safety, behavior, and family concerns.
- Do not take or share photos of children without the required parental consent.
- Use RRSC-approved procedures when taking, storing, and sharing program photos.
- Report accidents, injuries, unsafe conditions, or other concerns to RRSC staff promptly.
- Volunteers should not attempt to handle situations that fall outside their role and should seek assistance from RRSC staff when needed.

Qualifications

- Friendly, welcoming, and comfortable interacting with children and families.
- Ability to communicate effectively with parents, caregivers, children, volunteers, and staff.
- Ability to follow a child's lead during play and respond in a patient and encouraging manner.
- Ability to model simple language-building strategies for caregivers.
- Ability to work effectively both independently and as part of a team.
- Strong interpersonal and relationship-building skills.
- Patience, flexibility, and enthusiasm when working with families.
- Ability to follow instructions and RRSC program procedures.
- Attention to detail when handling program materials and photos.
- Volunteers must meet any age requirements established for the Playful Pages program.
- Volunteers must complete any required RRSC orientation, program training, or background check.

Time Commitment

- Volunteers are expected to attend the scheduled Playful Pages workshops they register for.
- Volunteers should arrive with enough time to prepare their assigned station and welcome families.
- Volunteers should remain for the duration of their assigned workshop unless otherwise arranged with program staff.
- Volunteers should communicate absences, schedule changes, or anticipated delays to the appropriate RRSC staff member as soon as possible.
- Volunteers may be asked to assist with setup and cleanup before or after workshops.

Volunteer Expectations

- Create a welcoming, inclusive, and encouraging environment for every family.
- Treat children, parents, caregivers, staff, and other volunteers with dignity and respect.
- Encourage caregivers rather than taking over activities or interactions with their children.

- Follow the child's lead and support positive, developmentally appropriate play.
- Maintain appropriate boundaries with children and families.
- Protect the privacy and confidentiality of families participating in the program.
- Follow RRSC policies, procedures, and program expectations.
- Ask RRSC staff for assistance when a question or situation falls outside the volunteer's role.
- Communicate concerns respectfully and promptly.
- Represent RRSC in a positive, professional, and enthusiastic manner.

Impact

Playful Pages Volunteers help families feel welcomed, comfortable, and supported as they learn new ways to connect and communicate with their children. By assisting with activities, modeling language-building strategies, and encouraging caregiver participation, volunteers help create opportunities for meaningful play, conversation, and connection. Their support helps RRSC provide families with practical tools they can use beyond the workshop to strengthen their children's language and literacy development.