RAISING READERS IN STORY COUNTY

Reading Buddies Volunteer Job Description

Position Overview

Raising Readers in Story County (RRSC) is seeking volunteers to support the Reading Buddies program, which provides free literacy sessions for early elementary school children. Volunteers work one-on-one or in small groups with students during personalized 45-minute reading sessions to help strengthen their literacy skills. Sessions are held twice a week in the afternoon and are supervised by RRSC site supervisors.

Responsibilities

- Support students in developing reading and literacy skills through engaging activities such as games, shared reading, and brief check-ins.
- Follow provided lesson plans and activities to support each student's learning and development.
- Use age-appropriate classroom strategies to help students stay focused and engaged.
- Support students in managing behavior and participating appropriately during sessions.
- Complete basic program forms, including assessments and student interest sheets.
- Communicate student questions, concerns, or progress to the RRSC site supervisor.
- Help organize and clean up program materials and the learning space.
- Complete other duties as assigned.

Maintenance and Safety Requirements

- Follow RRSC safety procedures and site supervisor instructions.
- Maintain a clean, organized, and safe learning environment.
- Properly use and care for books, educational materials, and other program resources.
- Follow all procedures related to working with children.
- Maintain confidentiality and respect the privacy of students and families.
- Report safety concerns, behavioral concerns, or incidents to the RRSC site supervisor promptly.

Qualifications

- Must be at least 14 years of age.
- Background check required.
- English language comprehension.
- Effective verbal and non-verbal communication skills.
- Ability to problem solve and adapt to individual student needs.

- Ability to work independently while following lesson plans and program guidelines.
- Ability to work effectively as part of a team.
- Effective interpersonal and relationship-building skills.
- Patience and enthusiasm for working with young children.
- No previous Reading Buddies training or tutoring experience is required.

Time Commitment

- Reading Buddies sessions are 45 minutes and are held twice a week in the afternoon.
- Each program site location runs 8+ weeks.
- Volunteers should arrive on time and be prepared for each scheduled session.
- Specific schedules will be determined based on program needs and volunteer availability.

Volunteer Expectations

- Treat students, families, volunteers, site supervisors, and RRSC staff with respect and professionalism.
- Create a welcoming, encouraging, and supportive environment for students.
- Follow RRSC policies, procedures, lesson plans, and site supervisor direction.
- Maintain student and family confidentiality.
- Be dependable and communicate promptly about scheduling conflicts or absences.
- Come prepared and engaged for each volunteer session.
- Encourage students and celebrate their progress while maintaining appropriate boundaries.
- Ask questions and seek guidance from the site supervisor when needed.
- Complete all required screening and onboarding requirements before volunteering.

Impact

Reading Buddies volunteers provide children with individualized attention and additional opportunities to practice important literacy skills. By building positive relationships with students and making reading engaging and encouraging, volunteers help children develop their reading abilities, confidence, and enjoyment of literacy.