

Small Talk Program Assistant

Role Overview: Raising Readers in Story County (RRSC) needs volunteers to help with our Small Talk program. Small Talk from LENA Start is a free program for parents that uses one on one classes to help caregivers of young children to increase interactive talk. Over 10 weekly sessions, parents receive feedback on how much they're talking, combined with instruction on techniques for talking and reading more, delivered in a supportive environment. Volunteer tasks range from childcare to technological assistance.

Key Responsibilities:

- Greet participants and take attendance
- Provides technological support via PowerPoint slides and LENA hub software
- Assist with program facilitation by overseeing stations and activities
- Organize program materials
- Assist participants with childcare as needed
- Other duties as assigned

Knowledge, Skills, and Abilities:

- English language comprehension
- Effective verbal and non-verbal communication skills
- Ability to problem solve
- Competency with technology (PCs, Microsoft Powerpoint, LENA hub software)
- Flexible with program needs

Requirements:

- Volunteers must be 14 years of age or older
- Volunteers must pass a background check
- No previous training is needed