



Job title	<i>Chair</i>
Reports to	<i>VAC President, advised by Program Coordinator</i>
Program Area	<i>Literacy Program</i>

Job Purpose

The Chair position for the Literacy Program works with the Intern and the Program Coordinator to ensure the functioning and expansion of the program. The chair also manages the committee through task delegation and support.

Duties and Responsibilities

Committee Management

- Lead weekly committee meetings by creating agenda
- Create weekly sign-up document for Volunteer Coordinator School visits
- Distribute weekly tasks among committee members
- Receive and record weekly updates from committee members
- Provide encouragement, support, and assistance to committee members

Program Management

- Maintain program budget and fund allocation by keeping receipts and weekly updating an electronic financial report
- Order program and office supplies on the VAC's Amazon Account
- Oversee book distribution and pick-up
- Lead volunteer training events
- Communicate with school administrators and Boys and Girls Club SKC Staff
- Upload all program documents, materials, and sign up sheets onto the program's Google drive
- Address quickly any problem that may occur and perform any task given by Program Coordinator
- **Requires 5 office hours a week** between the hours of 8am and 5pm in the fall and spring.
- Ability to attend weekly VAC Board meetings from 5-6pm on Thursdays.

Qualifications

Qualifications include:

- Enrolled as a full time student (minimum of 12 hours for undergraduate and law students, 6 hours for graduate students)
- Maintain GPA of 2.25 or higher
- Remain in good academic and disciplinary standing with the University
- Demonstrate skills, knowledge and event planning
- Strong creative, strategic, organizational, oral and written communication skills
- Ability to manage multiple projects at a time and delegate tasks
- Flexibility and the ability to work effectively in groups

Additional:

- Previous volunteer experience with the program
- Ability to delegate
- Ability to encourage
- Communication Skills

- Planning and Scheduling Skills
- Google Drive, Microsoft Office, and Email Proficiency
- Team orientated
- Dedication
- Passion for increasing literacy rates among students

Working Conditions

The position requires five office hours a week within the literacy office. The position also requires evening trainings at the beginning of each semester and it is highly encouraged for the position to volunteer in the program one afternoon each week. There is frequent interaction with school administrators, Boys and Girls Club SKC staff, and elementary age students.

Direct Reports

Literacy Program Coordinator:

Meet for a one on one meeting for 30 minutes each week.

Meet with Intern and Coordinator for 30 minutes each week.

Job title	<i>Curriculum Coordinator</i>
Reports to	<i>Literacy Chair</i>
Program Area	<i>Volunteer Action Literacy Program</i>

Job Purpose

- The job is quite demanding at times however it is perfectly manageable with right support and the passion to serve! Being the curriculum coordinator requires you to plan the curriculum, implement reading strategies, and maintain reading supplies and resources. The curriculum coordinator is also responsible for assisting the intern and chair in planning parent curriculum nights.

Duties and Responsibilities

- Fill the carts with books
- Make sure the books are at the right reading levels for the kids at each school
- Switch the books out occasionally
- Make sure the carts aren't destroyed
- Come up with games for the kids to play that have to do with reading
- Make sure the kids are reading
- **Requires 2 office hours a week** between the hours of 8am and 5pm in the fall and spring.
- Ability to attend weekly VAC Board meetings from 5-6pm on Thursdays.

Qualifications

All qualifications must comply with provincial human rights legislation.

Qualifications include:

- Enrolled as a full time student (minimum of 12 hours for undergraduate and law students, 6 hours for graduate students)
- Maintain GPA of 2.25 or higher
- Remain in good academic and disciplinary standing with the University
- Demonstrate skills, knowledge and event planning
- Strong creative, strategic, organizational, oral and written communication skills

- Ability to manage multiple projects at a time and delegate tasks
- Flexibility and the ability to work effectively in groups

Working Conditions

Moving books once a month

Direct Reports

VAC Literacy Chair

Job title	<i>Volunteer Coordinator</i>
Reports to	<i>Literacy Chair</i>
Program Area	<i>Literacy</i>

Job Purpose

To oversee and coordinate with Literacy Program volunteers at assigned elementary school

Duties and Responsibilities

- 1 school site visit per week
- Communicating with volunteers assigned to your school
- Taking attendance on a weekly basis
- Encouraging volunteers in their duties
- Providing volunteers with resources for the program
- **Requires 1 office hours a week** between the hours of 8am and 5pm in the fall and spring.
- Ability to attend weekly VAC Board meetings from 5-6pm on Thursdays.

Qualifications

Qualifications include:

- Enrolled as a full time student (minimum of 12 hours for undergraduate and law students, 6 hours for graduate students)
- Maintain GPA of 2.25 or higher
- Remain in good academic and disciplinary standing with the University
- Demonstrate skills, knowledge and event planning
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- Ability to manage multiple projects at a time and delegate tasks
- Flexibility and the ability to work effectively in groups

Working Conditions

None

Direct Reports

VAC Literacy Chair