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Dear Reading Buddy Applicant,

Thank you for your interest in volunteering with the East Gwillimbury Public Library's Reading Buddies Program. In this package you will find the documents necessary to participate in this program.

- Reading Buddies Application Form (attached)
  - Both sides of this form must be completed in full.
- Volunteers under 18 years old are required to complete a defense declaration, those over 18 require a York Regional Police Vulnerable Sector Check if selected for an interview.

Completed applications can be submitted in-person at a branch or electronically to [bodonnell@egpl.ca](mailto:bodonnell@egpl.ca). All documents listed above must be submitted for participation in the program.

Successful applicants will be required to attend an interview and orientation / training session.

If you have any questions about the Reading Buddies Program or the application process, please contact [bodonnell@egpl.ca](mailto:bodonnell@egpl.ca).

Sincerely,

East Gwillimbury Public Library  
(905) 473-2472

<b>VOLUNTEER JOB DESCRIPTION</b>	
<b>REPORTS TO:</b>	Manager, Programs & Community Engagement
<p><b>SUMMARY</b> Under the direction of a designated supervisor, provides reading practice to children aged 4-11.</p>	
<p><b>RESPONSIBILITIES</b></p> <ol style="list-style-type: none"> <li>1. Provide reading practice in a supervised group setting.</li> <li>2. Create an encouraging and positive environment for readers.</li> <li>3. Identify child's reading interests and help select appropriate reading materials.</li> <li>4. Use library and resources to support the development of literacy skills as appropriate.</li> <li>5. Good attendance and punctuality is required.</li> <li>6. Supports the <i>Mission, Vision</i> and <i>Values</i> of the East Gwillimbury Public Libraries.</li> <li>7. Responsible following Health &amp; Safety policies and procedures.</li> <li>8. Record hours worked and tasks accomplished if required for community service placements.</li> <li>9. Other duties as assigned.</li> </ol>	
<p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Completed Grade 8.</li> <li>• Proficiency in English language.</li> <li>• Ability to read and recite texts proficiently.</li> <li>• Ability to communicate courteously and effectively.</li> <li>• Enthusiasm for working with children.</li> <li>• Patient, dependable and reliable.</li> <li>• Volunteers under 18 years old must complete a defense declaration form, those older must obtain and submit a Police Vulnerable Sector Check prior to participating in the program.</li> <li>• If you require a VSC please email <a href="mailto:rbach@egpl.ca">rbach@egpl.ca</a> for a proof of volunteer letter needed for the application.</li> </ul>	
<p><b>TIME COMMITMENT</b></p> <ul style="list-style-type: none"> <li>• Volunteers must commit to a minimum participation level of 1 hour per week as scheduled for the duration of the program (excluding holidays).</li> </ul>	
<p><b>APPLICATION PROCESS</b></p> <ul style="list-style-type: none"> <li>• Volunteers must complete and submit a Reading Buddies application.</li> <li>• Volunteers must obtain one reference and successfully complete an interview.</li> </ul>	
<p><b>TRAINING</b></p> <ul style="list-style-type: none"> <li>• Volunteers must attend an orientation/training session prior to participating in the program.</li> </ul>	
<p><b>BENEFITS</b></p> <ul style="list-style-type: none"> <li>• Volunteers will gain valuable work experience and develop teamwork and leadership skills.</li> <li>• Volunteers will earn community service hours for their secondary school diploma.</li> </ul>	

**Please complete all sections of the form**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade/Year: \_\_\_\_\_ Age: \_\_\_\_\_

Preferred Reading Buddies Location (Holland Landing or Mount Albert): \_\_\_\_\_

Name of School currently attended (if applicable): \_\_\_\_\_

- I give the East Gwillimbury Public Library permission to contact me regarding other volunteer opportunities and programs.

**If you are not a student:**

Occupation (if applicable):

\_\_\_\_\_

Work Telephone (if applicable): \_\_\_\_\_

Please check **all** times you are available for volunteering:

Time	Tuesday	Wednesday	Thursday	Friday	Saturday
10-11					
11-12					
12-1					
1-2					
2-3					
3-4					
4-5					
5-6					
6-7					
7-8					

**New volunteers must attend an orientation session.**

**Your completed application must be returned to the library at which you would like to volunteer.**

**Reading Buddy volunteers must be in Grade 9 or above.**

**We thank all applicants for their interest in the program, however, only those selected for an interview will be contacted.**

1. Why are you volunteering to become a Reading Buddy?

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2. Outline any experience you have had working with children or participating in a Reading Program.

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3. What qualities do you have that would make you a great Reading Buddy?

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4. Why do you think reading is important in a high-tech world?

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5. What do you enjoy reading?

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6. What is your favourite children's book, and why is it your favourite?

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Signature \_\_\_\_\_

Date: \_\_\_\_\_