

## **POSITION DESCRIPTION**

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### **Name of Position and Team/Task Force**

Fridley Terrace Reader / Tutor

### **Background**

St. Phillips runs a book club at the Fridley Terrace (a mobile home park on Highway 65 in Fridley) Community Center every other Tuesday during the school year. About 20 children come every time. Book reading time is from 6:30 to 7:15 and then we do crafts and games from 7:15 to 8:00.

### **Description**

Volunteers one to three children read to them. Many of the children are very poor readers and need assistance picking out the right book. Volunteers run a craft project every two to three months and assist with games or crafts the other evenings. The Book Club Coordinator the activities of St. Phillip's volunteers and also works with the Spring Lake Park School District, the Fridley Park and Recreation Department and the Fridley Terrace management.

### **Responsibilities**

1. Attend at least 90% of the Tuesday night sessions.
2. Call meetings of St. Phillips Volunteers as needed, typically once per year
3. Help coordinate the summer picnic party (mostly run by the Fridley Park and Recreation Department and the Spring Lake Park Schools)
4. Ensure enough books are available, purchase new ones as required. Note The church has a Fridley Terrace account with approximately \$1,500 in it for books
5. Meet occasionally, about once every three months with the Fridley Park and Recreation Department and the Spring Lake Park School District.
6. Coordinate any outings during the year for the children, and possibly a Christmas Party depending on what St. Phillip volunteers decide they want to do.
7. Help direct children to select the right level book and then listen to the read, correcting them as possible.
8. Assist in craft projects
9. Occasionally bring snacks

### **Qualifications**

1. Enjoy working with children
2. Willingness to commit at two Tuesday per month (except in the summer and school holidays).
3. Able to work collaboratively with volunteers, school personnel, people from Fridley Park and Recreation Department and the Fridley Terrace Management,
4. Capable of keeping the group following rules and staying with their rules. The group of readers does far better with firm rules.
5. Patient with poor readers.

**Amount of Time Required**

1. 1 hours every other week
2. 2 hours every three months for meetings with school and Park and Recreation people.
3. 1 hour planning if doing a craft activity
4. 6-8 hours per year planning extra activities such as the summer picnic and Christmas Party/

**When Ministry is Performed**

Fridley Terrace Community Center. Directions, Drive into the main entrance off Highway 65. The community center is the second building on the right, it has a covered entry way.

**Length of Commitment**

At least one year, the kids only get to know you well after three months and so nine months, which is one school year is best. Fridley Book Club doesn't run over the summer or over holidays.

**Training Provided**

Spring Lake Park School District provides Reading Buddy Training at the beginning of the school year and at the beginning of the summer.

**Responsible To**

Benevolence / Social Concerns Committee, project supervised by Pastor Jan Harstook

**Support Provided**

- 1 City of Fridley Park and Recreation Department
- 2 Spring Lake Park School District, Community Education Department
- 3 Fridley Terrace Management
- 4 St. Phillips Benevolence / Social Concerns Committee

**Last Reviewed**            November 2006