

## **POSITION DESCRIPTION**

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

Fridley Terrace Volunteer

### **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.

### **Responsibilities**

1. Attend at least 50% of the Tuesday night sessions.
2. Help direct children to select the right level book and then listen to the read, correcting them as possible.
3. Assist in craft projects
4. Occasionally bring snacks

### **Qualifications**

1. Enjoy working with children
2. Willingness to commit at least one Tuesday per month
3. Patience with poor readers.

### **Amount of Time Required**

1. 2 hours every other week or once per month
2. 1 hour planning if doing a craft activity

### **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 three months, 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**

Fridley Terrace Book Club Coordinator, 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