Program and Volunteer Leader – Racing Readers

PROGRAM DESCRIPTION
Racing Readers is an afterschool program that is run in partnership between the SFU Surrey – TD Community Engagement Centre and the Surrey School District to fill the need for an increased level of physical activity, numeracy comprehension, and literacy skills among economically challenged and at-risk elementary school youth from Grades 2-5.

Racing Readers will operate at two sites:
- Betty Huff Elementary School on Tuesdays from 2:30PM to 4:30PM
- Newton Elementary School on Wednesdays from 2:30PM to 4:30PM

The program will seek to improve the well-being of students in physical, mental, emotional and social areas. Students will be lead through the program by high school, university and adult mentors who will foster companionship, support, discipline, and learning. Throughout the program, children will participate in physical activities, reading and writing exercises, numeracy games, and will be served a healthy snack.

At the end of the program, students will have the opportunity to celebrate their progress and success in the physical, numeracy, and literacy aspects of the program. The total number of spaces available to students in this program is 30. For the purpose of activities, these 30 students are expected to be divided into six groups of 5. Each group of 5 children will have at least 2 university volunteers and up to 1 high school volunteer.

Sample Daily Schedule:
2:30pm - students arrive, attendance taken, team check-ins
2:45pm - word of the day discussion and writing in journals
3:00pm - circuit training / stretching / warm-up
3:10pm - games
3:25pm - running
3:55pm – snack
4:10pm - reading or numeracy activities
4:30pm - clean up / student dismissal
4:45pm – debrief
OPPORTUNITY DESCRIPTION

The SFU Surrey – TD Community Engagement Centre is looking for two SFU students to fill the role of Program and Volunteer Leader for the Racing Readers program, one at each site. The position will require approximately 248 hours over 31 weeks.

The Program and Volunteer Leader will perform the following duties, with oversight from the Community Projects Coordinator:

- Produces a schedule of activities for each session in September. This includes physical activities (relay races, running, games), numeracy games (magic number of the day, activities) and literacy activities (writing, reading, word of the day discussion).
- Assists in leading volunteer training sessions
- Attends the Racing Readers sessions (every Tuesday at Betty Huff / every Wednesday at Newton Elementary School) from 2pm-5pm. This program will run for 24 weeks from October 2018 – May 2019.
- Leads the program, manages the schedule of activities and ensures proper communication with volunteers.
- Creates and communicates a volunteer schedule depending on the availability of volunteers.
- Oversees and directs all volunteers (communicates session schedule, manages attendance, formulates teams).
- Oversees the program and students at the site, and ensures it runs smoothly.
- Directs the Lead Volunteer to fulfill their on-site duties
- Is the point person for volunteers if they have questions
- Follows up with volunteers who do not show up.
- Debriefs with the volunteers to check-in on any concerns, questions, or other feedback. Escalated issues will be reported back to the Community Projects Coordinator
- Writes a short 1 page weekly report after each session
- Attends a monthly meeting with the Community Projects Coordinator
- Organizes a volunteer appreciation social
- Will put together a report after the program ends that includes the schedules and activities for each session, the “word of the day” schedule, and other program material, as well as reflections on how the program went: successes, challenges and any suggestions for improvement.

Time Frame

The Racing Readers program will start the second week of October 2018 and end the second week of June 2019. The Program and Volunteer Leader will start the week of September 17th, and end June 14th. During this time there will be eight weeks off including four weeks in December, and four weeks in March. The schedule will be as follows:

- September 17th – October 5th (prep time, 8 hours per week)
- October 8th – November 30th (program is running, 8 hours per week)
- December 3rd – January 1st (OFF)
- January 2nd-4th (prep time, 8 hours)
- January 7th – March 1st (program is running, 8 hours per week)
- March 4th – 29th (OFF)
- April 1st-5th (prep time, 8 hours)
- April 8th – May 31st (program is running, 8 hours per week)
- June 3rd – 14th (wrap-up, 8 hours per week)
We expect the incumbent to be working approximately 8 hours per week. Overall, the incumbent is expected to work approximately 248 hours over 31 weeks.

**OPPORTUNITY REQUIREMENTS**

- Currently enrolled in 3rd or 4th year of an Undergraduate degree, or currently enrolled in a Graduate degree at SFU with previous experience in: working with children in a recreation or school setting; volunteer coordination; program coordination; OR an equivalent combination of education, training and experience.
- Excellent oral and written communication skills
- Excellent interpersonal and conflict management skills
- Excellent organizational and problem-solving skills
- Willingness and ability to work with at-risk children who may exhibit behavioral challenges
- Clean criminal record check (this will be a condition for employment. If you are being considered as a candidate, we will provide more information on how to get this requirement completed)

**Application**

To apply, email the Community Projects Coordinator (community-volunteer@sfu.ca) your resume and answers to the following questions:

1. Why do you want to apply for this position?
2. What personal and professional attributes would you bring to the position?
3. What do you know about/what is your opinion of youth engagement in Surrey?

Deadline: Tuesday, September 4th 2018 at 11:59PM