

Dear Summer English Speaking Club Volunteer,

Thank you for your interest in volunteering with Vaughan Public Libraries. The Summer English Club for Newcomer Youth Program will be held at Maple Library from Monday July 31<sup>st</sup> – Friday August 4<sup>th</sup>, 10 a.m. – 12:30 p.m.

If you are age 18+, please submit a York Regional Police Vulnerable Sector Check with your application.

Photo permission form (attached) – **optional**

Completed applications must be submitted to the Maple Library branch.

Successful applicants will be required to attend an orientation / training session at Maple Library on Saturday July 29<sup>th</sup>. Volunteers who have not previously volunteered for Vaughan Public Library must attend an additional library volunteer training session.

If you have any questions about the Summer English Club for Newcomer Youth Program or the application process, please contact the Information Staff at your local branch of Vaughan Public Libraries.

Sincerely,

Donnalee Smith  
Youth Services Librarian  
Maple Library  
905-653-READ (7323)

### VOLUNTEER JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>SUMMER ENGLISH SPEAKING CLUB - SUPERVISED</b>
<b>REPORTS TO:</b>	Information Staff

#### **SUMMARY**

Under the direction of a designated supervisor, provides English conversation practice to teenagers ages 13 - 17.

#### **RESPONSIBILITIES**

1. Provide conversation practice in a supervised group setting.
2. Create an encouraging and positive environment for new Canadians.
3. Identify fellow teens interests and engage them in conversation.
4. Use library and computer technologies to support the development of literacy skills as appropriate.
5. Good attendance and punctuality is required.
6. Supports the *Mission, Vision* and *Values* of Vaughan Public Libraries.
7. Responsible following Health & Safety policies and procedures.
8. Record hours worked and tasks accomplished if required for community service placements.
9. Other duties as assigned.

#### **QUALIFICATIONS**

- Age 14 - 19
- Proficiency in English language.
- Ability to read and recite texts proficiently.
- Ability to communicate courteously and effectively.
- Enthusiasm for working with teenagers.
- Patient, dependable and reliable.
- Volunteers 18 years or older must obtain and submit a Police Vulnerable Sector Check prior to participating in the program.

#### **TIME COMMITMENT**

- Volunteers must commit to the full duration of the program (excluding holidays). The program runs from July 31 to August 4<sup>th</sup>, 2017, 10am to 12:30pm.

#### **APPLICATION PROCESS**

- Volunteers must complete and submit Summer English Speaking Club volunteer application.

#### **TRAINING**

- Volunteers must attend an orientation/training session prior to participating in the program.

#### **BENEFITS**

- Volunteers will gain valuable work experience, and develop teamwork and leadership skills.
- Volunteers will earn community service hours for their secondary school diploma.

**Please complete all sections of the form**

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

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

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

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

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

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

VPL Library Card #: \_\_\_\_\_

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

- I give Vaughan Public Libraries permission to contact me regarding other volunteer opportunities.  
 I give Vaughan Public Libraries permission to contact me regarding teen programs.

**If you are not a student:**Occupation (if applicable):  
\_\_\_\_\_

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

**This program is offered at Maple Library, from July 31<sup>st</sup> – August 4<sup>th</sup>, from 10 a.m. – 12:30 p.m.  
Volunteers will need to be able to attend all sessions, as well as any required training sessions****Your completed application must be returned to the Maple library.**

*Vaughan Public Libraries endeavours to provide a safe environment for all library users. In keeping with this objective, applicants will be asked to complete a Police Vulnerable Sector Check prior to the commencement of their volunteer work. The fee for the Police Vulnerable Sector Check will not be refunded to Reading Buddy applicants.*

*Personal information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act, 1990, MFIPPA\Regulation 29. Personal information collected on these forms is used to contact program participants. After the program the forms are destroyed and non-identifying statistical information is retained. Questions regarding the collection of this information should be directed to the Director of Service Delivery. Freedom of Information Requests should be mailed to: Vaughan Public Libraries Administration Offices 900 Clark Avenue W., Thornhill, ON L4J 8C1*

**We thank all applicants for their interest in the program, however, not all applicants may be selected for the program.**

1. Why are you volunteering to become a Summer English Club for Newcomer Youth Program volunteer?

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2. Outline any experience you have had working with Canadian newcomers or people who speak English as a second language.

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3. What qualities do you have that would make you a great Summer English Club for Newcomer Youth Program volunteer?

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4. Why do you think English conversation skills are important?

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5. Do you enjoy conversation with people you just met?

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Signature \_\_\_\_\_

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

*Persons **18 years** of age and older*

I \_\_\_\_\_, hereby give permission for the photograph(s) taken at all Reading Buddy activities throughout the year to be used by Vaughan Public Libraries and/or the media in electronic or print publications, and online communication vehicles, to promote the Libraries' programs and services.

If the photograph is used in a publication, I authorize

- My full name to be used  
 I do not authorize my name to be used

Signed \_\_\_\_\_

*Parental consent is required for photographs of persons **under 18 years** of age*

I, \_\_\_\_\_ (*name of parent/guardian*) of  
(*first & last name of child*) \_\_\_\_\_, hereby give permission for the photograph(s) taken at all Reading Buddy activities throughout the year to be used by Vaughan Public Libraries and/or the media in electronic or print publications, and online communication vehicles, to promote the Libraries' programs and services.

If the photograph is used in a publication,

- I authorize my son or daughter's full name to be used  
 I do not authorize my son or daughter's name to be used

Signed \_\_\_\_\_