RACING READERS
PROGRAM AND VOLUNTEER SUPERVISOR

HAVE FUN WITH KIDS AND HELP THEM LEARN!

Racing Readers is a collaboration between the SFU Surrey–TD Community Engagement Centre and the Surrey School District (SD36). This after-school program seeks to improve the physical, educational and social well-being of elementary-aged students in Grades 2–5. Children participate in physical activities, reading, writing and numeracy exercises, and enjoy a healthy snack. High school, university and adult mentors (like you!) foster companionship, support, discipline, and learning.

Racing Readers will operate at two sites:

- Betty Huff Elementary School on Tuesdays from 2:30 p.m. to 4:30 p.m.
- Newton Elementary School on Wednesdays from 2:30 p.m. to 4:30 p.m.

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 five. Each group of five children will have access to at least two university volunteers and up to one high school volunteer.

Sample Daily Schedule:

2:00 p.m. – program and volunteer supervisor arrives on-site; volunteers arrive on-site
2:30 p.m. – students arrive, attendance taken, team check-ins
2:45 p.m. – word of the day discussion and writing in journals
3:00 p.m. – circuit training / stretching / warm-up
3:10 p.m. – games
3:25 p.m. – running
3:55 p.m. – healthy snack
4:10 p.m. – reading or numeracy activities
4:30 p.m. – cleanup / student dismissal
4:45 p.m. – debrief
OPPORTUNITY DESCRIPTION

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

The Program and Volunteer Supervisor will perform the following duties, with oversight from the Community Engagement Associate:

- Produces a schedule of activities in September for each session. 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 2:00 p.m. – 5:00 p.m. (this program will run for 24 weeks from October, 2019 – May, 2020);
- 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 duties;
- Acts as 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 Engagement Associate;
- Writes and submits a short one-page weekly report after each session;
- Attends a monthly meeting with the Community Engagement Associate;
- 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.

TIMEFRAME

The Racing Readers program will start in the second week of October, 2019 and will end in the second week of May, 2020. The Program and Volunteer Supervisor will start the week of September 23rd and end June 12th. 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 23rd – October 4th (prep time, 8 hours per week).
- October 7th – November 29th (program is running, 8 hours per week).
- December 2nd – January 1st (OFF).
- January 2nd – 6th (prep time, 8 hours).
- January 7th – February 28th (program is running, 8 hours per week).
- March 2nd – 31st (OFF).
- April 1st – 6th (prep time, 8 hours).
- April 7th – May 29th (program is running, 8 hours per week).
- June 1st – 12th (wrap-up, 8 hours per week).

We expect the person in this position to be working approximately eight 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).

**HOW TO APPLY**

To apply, email the Community Engagement Associate ([community-volunteer@sfu.ca](mailto:community-volunteer@sfu.ca)) your resume and answers to the following questions:

1. Why do you want to apply for this position?
2. Why is the role of Racing Readers Program and Volunteer Supervisor a good fit for you?
3. Why is it vital to engage children and youth in the City of Surrey?

**Deadline to apply:** Wednesday, September 4, 2019 at 11:59 p.m.

**THIS OPPORTUNITY IS RECOGNIZED ON THE CO-CURRICULAR RECORD (CCR)!**

The CCR is an official university document that tracks your co-curricular involvement at SFU. Learn more about the Co-Curricular Record at [www.sfu.ca/students/get-involved/recognition/co-curricular-record](http://www.sfu.ca/students/get-involved/recognition/co-curricular-record)