LEAD VOLUNTEER

MAKE A DIFFERENCE IN A FAMILY’S LIFE BY DEVELOPING YOUR SKILLS IN EARLY LEARNING.

The Surrey School District (SD36), the SFU Surrey – TD Community Engagement Centre, and Blackwood Partners are collaborating to run a drop-in Early Learning for Families (ELF) program at the Central City Shopping Centre. ELF brings early learning initiatives out of the schools and into the community by offering pop-up programming at the Central City Shopping Centre in Surrey. The program links families and their children to play-based learning, school and community resources, and support networks. In addition, the ELF Program helps to eliminate barriers that families face when first entering the education system. Some of the fundamental characteristics of the program are:

• Child-centered, play-based learning;
• Parent engagement;
• A focus on early literacy and numeracy;
• Links and referrals to the SD36 and Community Resources

Activities will include coloring, drawing, reading, toys and much more!

OPPORTUNITY DESCRIPTION

The SFU Surrey – TD Community Engagement Centre is looking for one SFU student to fill the role of Lead Volunteer for the Early Learning program.

The Lead Volunteer will perform the following duties, with oversight from the Community Engagement Associate (SFU) and Surrey School District staff:

• Supports with the recruitment of volunteers for the Early Learning Program;
• Attends ALL the Early Learning sessions from 11:30 a.m.–3 p.m. (every Wednesday at Central City Shopping Centre);
• Manages the volunteer schedule and attendance to ensure the program is appropriately staffed;
• Follows up with volunteers who do not show up;
• Provides volunteers with direction and answers questions;
• Debriefs with the volunteers at the end of each session to check in about any concerns, questions, or other feedback. Escalated issues when appropriate by reporting back to the Community Engagement Associate;
• Writes a short one-page weekly report after each session;
• Supports leading the program activities;
• Communicates any concerns to the Community Engagement Associate;
• Supports overseeing the volunteers at the site and provides support, as needed;
• Attends a monthly meeting with the Community Engagement Associate;
• Organizes the volunteer appreciation social;
• Puts together a report after the program ends that includes the volunteer schedule and activities for each session, the program material, as well as reflections on how the program went: successes, challenges and any suggestions for improvement.

BENEFITS
• Personal and professional development:
  › communications skills,
  › leadership skills,
  › time management,
  › organizational skills.
• Receive an invitation to the Annual SFU Volunteer Appreciation event.
• Upon successful completion of the role after the designated time period, the Lead Volunteer will receive:
  › recognition for your service on SFU’s Co-Curricular Record,
  › an honorarium.

TIME FRAME
October, 2019 – June, 2020
Wednesdays, 11:30 a.m. – 3:30 p.m.
The Early Learning for Families Program will be held every Wednesday from October 9, 2019 – June 17, 2020. There will be no sessions on December 25th, January 1st, March 18th, or March 25th.
You will be required to go through an orientation session on October 2nd, sometime between 11:30 a.m. and 3:30 p.m.
Generally we expect the incumbent to be performing approximately five hours per week. Ideally the Lead Volunteer would be available for the entirety of the program from October through June, however we ask that Lead Volunteers commit to at least one semester (i.e. October – December, January – April or May – June). Volunteers are encouraged to commit to more than one semester, if available.

LOCATION:
The Early Learning for Families Program will be held at the Central City Shopping Centre (10153, King George Blvd., Surrey BC) in the open space by the Winners store.

HOW TO APPLY
To apply, email the Community Engagement Associate (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. Why do you think early learning is important?

Deadline to apply: Friday, September 13, 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