



# Volunteer Facilitator Position Description

**Position Title:** Volunteer Facilitator

**Location of service:** A coffee shop, library, bookstore or other community location to be determined

**Length of service:** 1-2 hours per week, until at least one book is finished (approximately 12-14 weeks)

**Reports to:** NCBC Program Coordinator

**Position Summary:** With support from NCBC Program Coordinator, the Volunteer Facilitator guides activities in weekly, community-based book clubs for adolescents and adults with intellectual and developmental disabilities. The primary function of this position is to promote social connectedness and community inclusion for book club members. Working in a team of two or three, the Volunteer Facilitator also provides the NCBC Program Coordinator with regular feedback.

**Qualifications:**

- Desire and commitment to work with adolescents and adults with intellectual and developmental disabilities (previous experience is not necessary, but may be helpful)
- Ability to travel to weekly book club meetings
- Enthusiasm, creativity, and good “people skills” are essential

**Position Responsibilities:**

- Attend weekly, one-hour book club meetings at designated community location for the length of at least one book (approximately 12-14 weeks)
- Inform co-facilitator(s) and NCBC Program Coordinator in advance (24 hours, if possible) of any absence
- Call book club members one day prior to each meeting to remind them of book club (this may be disregarded if club is long-standing *and* attendance is not an issue)
- Monitor member attendance; notify NCBC Program Coordinator of any extended member absence (three or more weeks in a row)
- Complete quarterly surveys and maintain communication with NCBC Program Coordinator.
- Notify NCBC Program Coordinator two weeks in advance of needing a new book and guide book club members in the selection of a book to read
- Use activities and strategies learned in training to promote social connections and community inclusion among book club members
- Respect the talent, abilities and privacy of all book club members

**Compliance requirement:** Background check

I understand the above NCBC Volunteer Facilitator position description, and I agree to perform all of the responsibilities of this position.

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**Volunteer Facilitator Signature**

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**Date**