

## **Skokie Public Library Adult Services and Community Engagement Departments**

**Position:** Let's Get Together Book Club Facilitator

### **Major Objective:**

To facilitate reading, discussion, and related activities in weekly book clubs for teens and adults with developmental disabilities. Facilitators promote literacy learning, social connectedness, and community inclusion.

### **Duties and Responsibilities:**

- Attend weekly book discussion groups for the length of at least one book (approximately 12 weeks | 8 weeks over the summer).
- Use activities and strategies learned in training and from the Next Chapter Book Club (NCBC) manual to promote literacy learning, social connectedness and community inclusion during book club meetings.
- Respect the talent, abilities, and privacy of all book club members.
- Develop working relationship with co-facilitator and negotiate group tasks.
- Monitor member attendance.
- Limit distractions – conversations between parents; cell phone usage, etc.
- Inform co-facilitator and Volunteer Coordinator in advance (if possible) of any absence.

### **Qualifications and Requirements:**

- Desire and commitment to work with teens and adults with developmental disabilities (previous experience may be helpful but is not necessary)
- Enthusiasm, creativity, and good people skills
- Strong communication skills
- Willingness to take direction

### **Supervisor:**

The Volunteer Coordinator is responsible for supervision of the volunteer.

### **Orientation and Training:**

- Library-wide – general library orientation for volunteers
- Introduction to the Next Chapter Book Club (NCBC) model and explanation of the volunteer's specific duties and responsibilities

**Work Schedule:**

Book discussion meeting times are decided on a group by group basis based on participant, staff, volunteer and space availability.

Book discussion groups meet weekly for 1 ½ hours.

**Commitment Required:**

Approximately twelve meetings are required to complete a book. Volunteers are asked to commit to twelve meetings. Upon completion of a book volunteers may sign up to facilitate discussion of another book.