

**Municipality of the District of St. Mary's**  
**Term Position –Seeds of Literacy Program Volunteer**



**Position title: Seeds of Literacy Program Volunteer**  
**Reports to: Supervisor**  
**Hours: Part Time**  
**Term: Flexible**

**Introduction:**

The Municipality of the District of St. Mary's is seeking applicants for a Seeds of Literacy Program Coordinator volunteer. The term is flexible. Volunteer's will be reimbursed for travel at the approved municipal rate.

**Position Summary:**

Working under the direction of their supervisor, the Seeds of Literacy Program Volunteer will undertake initiatives working to improve literacy skills for youth in St. Mary's. If multiple applications are received for this position, multiple volunteers or a rotation of volunteers may be used to deliver this program.

**Duties:**

- Assist in the delivery of the 'Seeds of Literacy Program' throughout St. Mary's
- Work with Municipal staff to assist youth in developing literacy skills
- Create opportunities for youth to explore books and literacy related activities
- Submit regular program evaluations to the Municipal Clerk
- Help youth select books to borrow
- Organize and maintain the inventory of books

**Education/ Experience:**

- Applicant must be of legal working age.
- High Five Training would be considered an asset.
- Standard First & CPR would be considered an asset.

**Skills and special knowledge:**

- Experience in coordinating initiatives, project management, planning, evaluation, and working with others.
- Organizational and administrative skills and the ability to multi-task.
- Must be able to work independently and as part of team.
- Must have strong people skill and experience in dealing with the public.
- Must have access to reliable transportation

**Additional Documentation**

- Applicants must pass a Vulnerable Sector Check
- Applicants must pass a National Child Abuse Registry Check

**Application details:** Applications will be accepted on an on-going basis. Resumes and cover letters can be dropped off at the municipal office from 8:30 - 4:00 Monday to Friday, sent to PO Box 296 Sherbrooke, N.S. BoJ 3c0, care of Mallory Fraser, faxed to (902)-522-2309 or emailed to [mallory.fraser@saint-marys.ca](mailto:mallory.fraser@saint-marys.ca).