



Let's Read's Volunteer Programme Handbook

About Let's Read

Let's Read is a registered non-governmental organisation. Let's Read's mission is to promote early literacy and a culture of reading in Trinidad and Tobago through the establishment of modern primary school library spaces that provide students and teachers with access to a diverse selection of books.

Let's Read works through four programme areas:

1. Primary school libraries and Students
2. Book-A-Baby
3. Literacy Advocacy
4. Teacher Professional Development

Each programme area is implemented through a range of projects led by the Let's Read team and with support from volunteers.

Core values of Let's Read

The Volunteer Programme is grounded in Let's Read's core values:

Commitment

We believe that it is every child's right to have access to an engaging library space stocked with a diverse selection of books that will inspire a joy of reading.

Passion

We are a team of passionate literacy advocates, creative leaders and experienced mentors. We aim to nurture and sustain a legacy of independent lifelong readers and invested educators.

Collaboration

We explore, refine and share effective literacy practices through innovative teamwork and partnership.

Curiosity

We are a team of literacy advocates who aim to nurture and sustain a legacy of curious independent readers, empowered teachers and a community of readers.

Volunteer with Let's Read!

Let's Read's Volunteer Programme provides opportunities for individuals to contribute their time, where suitable, to support the advancement of early literacy in Trinidad and Tobago.

What kinds of activities can I volunteer to do?

Task	Details of task	How much time do I need to volunteer?	What Let's Read will provide	Volunteer skills required
Preparing and cleaning of school library space	Weeding of books, clearing and cleaning of shelves and furniture	2 days	Cleaning supplies	Willingness to dust and scrub! Dress according to school's dress code.
Classifying and labelling books	Sorting books into colour coded system/levelling and labelling; book repair as required.	1 day	Relevant stationary supplies	knowledge of Let's Read's book levelling process.
Reorganising furniture for a functioning library space	Assist the Let's Read team with the placement of library furniture and other elements to support a functioning and inviting library space.	0.5 days	Knowledge of what is needed for a functioning library space.	Willingness to assist with the moving and repositioning of furniture
Restocking library shelves with new and gently used books.	Install books on shelves according to colour coded levelling system.	0.5 days	New and gently used books	Knowledge of the colour coded system to establish shelf location
Support for Let's Read facilitators during teacher training workshops	Setting up the training room, handing out books and training materials, technical support (setting up projectors, etc), supporting group work activities during the workshop.	2 hours	Let's Read facilitates the workshop sessions and provides all necessary materials	Teaching or tutoring experience. Experience with Power Point Presentations not required but welcomed.
Modelling library sessions with primary school students	Orienting students to the rules and routines of the school library, reading aloud to groups, helping children to choose books and supervising independent reading sessions	0.5 hours	Guidance for how to model library sessions. Every volunteer should observe at least two library sessions facilitated by a	Love of reading. Teaching or tutoring experience. Ability to work effectively with students and school personnel.

			Let's Read team member.	
Maintaining primary school libraries	Visit school libraries to offer support and take note of requirements. Possibly rearrange/tidy and sort library books; conduct library sessions if school schedule alligns.	0.5 days	Bag of books for read alouds (supplied by Let's Read team member), Stationery box with labels and book repair supplies.	Previous experience with Let's Read procedures. Teaching or tutoring. experience working with students and a love for reading.
Support with Let's Read's fundraising activities	Working closely with Let's Read to support their fundraising activities including writing proposals, researching new potential donors and helping to diversify the organisation's income.	Initial meeting with Let's Read to determine scope of work and volunteer commitment.	Prior fundraising documents and procedures.	Desire to build on fundraising efforts for the organisation and an ability to communicate effectively.
Support with design and layout of library space	Helping to beautify primary school library spaces (for example, by designing and painting murals on library walls)	2-5 days	Paints and other art supplies if needed	Creative ability - designing and painting of murals and wall decals
Administrative Duties	<ul style="list-style-type: none"> • Accounting • Filing • Correspondence • Appointments • Coordinating volunteer program • Book orders 	Ongoing	Office space Guidance Office supplies	Administrative experience and computer skills.

Let's Read Volunteer code of conduct

This code of conduct has been designed to protect the volunteers and importantly, the schools, children, and other stakeholders with whom Let's Read partners and serves.

All Let's Read Volunteers must:

- a. Be loyal to the vision and mission of Let's Read;
- b. Conduct him/herself in accordance with Let's Read's core values;
- c. Accept the guidance of his/ her Let's Read supervisor;
- d. Comply with the time and dress requirements of the volunteer activity;
- e. Perform his/her responsibilities willingly and courteously to the best of his/ her ability;
- f. Provide timely notification to his/her Let's Read supervisor of absence or termination;

- g. NOT accept any monetary compensation for performance of tasks as a volunteer, including fees, gratuities or gifts to either the volunteer or the volunteer's immediate family or household;
- h. NOT engage in any activities that might result in an actual, potential or perceived conflict of interest.

By affixing your signature to Let's Read's Volunteer application, you acknowledge that:

- You have read the entire code of conduct and understand your responsibilities related to it.
- You have had the opportunity to ask questions to clarify any unclear aspects of the code.
- You agree to abide by its principles
- You agree to report to the organization any violations of the code.
- You agree to cooperate in any investigations of violations of the code.

Volunteer Confidentiality Agreement

All information obtained by the volunteer in the course of performing services for Let's Read shall be considered confidential. The volunteer shall not release any information, reports or recommendations without the prior approval of Let's Read.

How do I get started?

1. Complete the **Volunteer Application Form** and submit it via email to letsreadtt@gmail.com using email subject "Volunteer Programme".
2. Complete a brief in-person interview and introduction to Let's Read.
3. Request or be selected to volunteer for a particular task(s).
4. Receive additional orientation/ training (if needed) for specific tasks.