

## **Buddy Reading Trainer & Site Monitor**

**[part-time, 1-year contract renewable ]**

**Salary : HKD800**

[for conducting 1x Volunteer Training session (1.5hours) + 2 x Site Monitoring sessions (1-hour session)]

### **Working Days:**

Monday to Friday afternoons ( anytime 3pm – 6pm) ; Saturdays ( anytime 10am – 5pm).

Please advise your availability of days and time blocks when you apply.

### **Working Location:**

Buddy Reading program is conducted on HK island, Kowloon and NT.

Kids4Kids is a Hong Kong based non-profit organisation which envisions a future where all young people are empowered to make positive contributions to society.

Buddy Reading Program brings the enjoyment and benefits of storytelling to children from low resourced families who otherwise would not have the experience at home or school. With this program, kids will get a chance to be read to and take part in fun reading sessions fostering improvement in their English language vocabulary, their creativity and imagination through stories.

We are currently seeking passionate individuals with the ability to lead and conduct in-person new volunteer training sessions using Kids4Kids prepared Training materials to our School Club volunteers – mainly secondary schools with native English students. After completing their volunteer training, the students will deliver weekly Buddy Reading sessions at their matched Buddy Reading site – either at a primary school or community centre for whole Term basis (6-8 sessions in one Term).

### **Buddy Reading Program Trainer**

Role:

- Teach practical read aloud and share reading skills by using professional, engaging and interactive approaches
- Develop volunteers' skills to read aloud stories in fun, innovative and interactive ways
- Manage volunteers, take attendance and collect training fees from volunteers
- Work closely with Kids4Kids staff to enhance workshop quality

### **Buddy Reading Program Site Monitor**

Role:

- Be an observer and complete a Site Monitor survey to quality check how the session is run by the School Club Leaders.

- Give guidance, feedback, and tips as necessary to reinforce the Buddy Reading program training.
- Brief chat with school / community centre assigned coordinator to ask any feedback (compliments ,quotes or concerns/issues so Kids4Kids office can follow-up).

Requirements:

- Reliable, responsible and punctual
- Higher Diploma / Associate Degree holder
- Strong leadership, classroom, time management and interpersonal skills
- Good command of English and Cantonese is a must.
- Passionate about working with children - friendly, cheerful, organized, attentive.
- Experience of working with children in different settings or equivalent would be an advantage.
- Solid knowledge and experiences in story telling / reading aloud / public speaking is helpful.
- Successful applicants are required to have a Sexual Conviction Record Check

Interested parties, kindly send your CV and your availability to [hr@kids4kids.org.hk](mailto:hr@kids4kids.org.hk) .

We are an equal opportunities employer. All information collected will be used for the purpose of recruitment only.

Kids4Kids is a non-governmental organization which provides service for children and youth. Employees are required to complete and pass the Sexual Conviction Record Check.

To discover more on how you can make an impact with Kids4Kids, visit us at [www.kids4kids.org.hk](http://www.kids4kids.org.hk) to learn about other hiring positions.

