



# Volunteer Facilitator Position Description

**Position Title:** Book Club Facilitator (4 Positions open)

**Location of service:** Grand Forks Public Library  
Thursdays 6:00 – 7:00 PM

**Length of service:** 1-2 hours per week, from September – May

**Reports to:** Executive Director, The Arc, Upper Valley

**Position Summary:** With support from NCBC Program Coordinator, the Volunteer Facilitator guides activities in weekly, community-based book clubs for 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 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
- Must be at least 18 years of age

**Position Responsibilities:**

- Attend a facilitator training prior to volunteering
- Attend weekly, one-hour book club meetings at designated community location from September – May
- 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 weekly reports and maintain communication with NCBC Program Coordinator.
- Notify NCBC Program Coordinator at least 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
- Adhere to the mission of The Arc, Upper Valley

To apply, contact Rachel Hafner at 701.772.6191 or email [rhafner@arcuv.com](mailto:rhafner@arcuv.com)