



Yamaska Literacy Council

Conseil de l'alphabétisation de Yamaska

JOB DESCRIPTION

General Volunteer

Role

- To help YLC with general tasks and activities (i.e. non-tutoring)

Training

- General volunteers must take the 3-hour Yamaska Literacy Council orientation session.

Commitment

- Depends on the task

Hours

- A total of ten (10) hours per year is requested.

Place of Work

- Depending on the activity involved, the volunteer may work at the YLC Centre, out of home or at another location.

Duties

May include:

- participate on committees (i.e. fundraising, volunteer recognition, event organization, etc.);
- represent YLC (awards ceremonies, partner's meetings, conferences, community events, FLD, ILD, parades, etc.);
- administrative duties;
- contact other YLC members by telephone or email, as needed;
- produce or participate in a radio show on community radio;
- contribute and /or edit *Roadways*, YLC's newsletter;
- distributing publicity materials such as posters, pamphlets, etc. in various communities on a regular basis and ensuring that the material is replaced as needed;
- any other activity required by the Council.

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