



Volunteer Position Description

Employee Group:	Volunteer
Position Code:	
Position Title:	Volunteer Advisory Board Member
Department:	Adult Learning
Immediate Supervisor:	Community Learning Coordinator
Date Prepared/Revised:	October 6, 2015

Position Summary:

As mandated by Alberta Innovation and Advanced Education, the Community Learning Advisory Board (CLAB) will address the part-time, non-credit learning needs of adults, especially those experiencing financial or other barriers through systemic communication, co-operation and coordination.

In addition, Alberta Innovation and Advanced Education funds volunteer tutor adult literacy services within the boundaries of RVS geographic area to provide literacy services to adult Albertans wanting to improve their literacy skills for further education, employment preparation or personal reasons. CLAB will address program and community needs for the volunteer tutor adult literacy services, which are aimed at meeting the Community Adult Learning Program goals of increasing access for adults to acquire literacy skills and mobilizing volunteer resources to support learning.

Eligibility:

Any adult who individually, or as a representative of institutions or organizations, recognize the worth of lifelong learning, is vitally interested in fostering learning opportunities within the area and works or lives within the Council's geographic is eligible for membership. CLAB is expected to maintain a broad based, voluntary, non-sectarian membership representative of the communities they serve.

Position Functions: (Duties and Responsibilities)

- A. Commitment: CLAB will meet no less than five (5) times per year, with authority to convene additional meetings, as circumstances require. All CLAB members are expected to attend each meeting in person, through video-conferencing or through the use of conference calling. Members will be expected to act as a CLAB representative for a minimum of a one (1) year term in order to maintain consistency on the Advisory Board.
- B. Authority: CLAB has the authority to make recommendations to RVSAL regarding implementation and changes to learning priorities, program plans and funding needs.
- C. Provide input and direction on identifying community learning needs and setting learning priorities within the parameters specified in the Community Adult Learning Program Policy (2001) and Operating Requirements (2002) and make programming recommendations based on these priorities.
- D. Provide guidance to the Volunteer Tutor Literacy Services as outlined in the Community Adult Learning Program Policy (2001) and Operating Requirements (2002).
- E. Determine how to best enable individuals with financial barriers to participate in learning opportunities.
- F. Approve written policies and annually approve procedures in the setting of priorities, mechanisms for improving access for barriered learners, and the conduct of Advisory Board business.
- G. Keep informed on adult learning and literacy trends and issues.
- H. Promote the importance of basic literacy and life long learning within the communities served by Rocky View Schools.
- I. Provide recommendations and resources to RVSAL on funding needs and sources.
- J. Each director is responsible to act honestly, in good faith and in the best interests of Rocky View Schools Adult Learning, and in doing so support the community learning priorities identified.
- K. A director shall apply the level of skill and judgment that may reasonably be expected of a person with his or her knowledge and experience. Directors with special skill and knowledge are expected to apply that skill and knowledge to matters that come before the board.

Position Specifications:

Education:

- A. Completion of High School (Grade 12 or G.E.D.)
- B. Applicable post secondary studies in areas including, but limited to, education and social services.

Experience:

- A. Previous volunteer experience an asset.

Desirable Knowledge and Skills:

- A. Proven ability to work as part of a team.
- B. Knowledge or experience in program development, implementation and evaluation.
- C. Knowledge or experience in online or videoconferencing learning.
- D. High level of commitment and passion for continued learning.
- E. Strong leadership skills and decision-making abilities.
- F. Desire to support the development of new initiatives.

Application Process:

- A. Submission of RVSAL Volunteer Application.
- B. Submission of Personal Resume.
- C. Submission of RVSAL Request for References Form.
- D. Submission of clear Criminal Record including Vulnerable Sector check.
(Must be renewed every two years and resubmitted.)
- E. Participation in CLAB Interview Process including approval of appointment to CLAB from the RVS Board of Trustees.
- F. Participation in CLAB Orientation Process.

Supervision:

Signatures:

Incumbent:	Signature:	Date:
Supervisor:	Signature:	Date:
Superintendent/Associate Superintendent	Signature:	Date: