

Woodland/Paw Creek Reading Program  
**Program Facilitator**

Dear Program Facilitator Applicant,

Woodland and Paw Creek Presbyterian Churches are eager to launch a joint reading program to help young children with their reading and foster a love of books. We are looking for an outstanding Program Facilitator to lead this reading program.

**Program Details:**

The reading program will involve 10-12 children at 2<sup>nd</sup> grade level who attend Paw Creek Elementary School and have been recommended for the reading program in order to practice and improve their reading skills.

The reading program will take place at Paw Creek Presbyterian Church, 7400 Mt. Holly Rd., Charlotte, 28214 weekly from 3:15 – 5:00 PM. Volunteers from Woodland and Paw Creek Presbyterian Churches will assist the Program Facilitator. The Program Facilitator will decide and lead the reading activities with oversight from the Woodland and Paw Creek Reading Program committee. Activities might include a story time, reading aloud one on one with an adult volunteer, silent reading of books, playing simple reading games with adult volunteers and other activities as planned by the Program Facilitator. Snacks will be provided by volunteers from Woodland and Paw Creek churches.

The Program Facilitator will arrive at the church by 2:30 PM to prepare materials, set up the room, and instruct volunteers. With assistance from Woodland and Paw Creek volunteers, the Program Facilitator will wait for the children at the bus stop, greet the students as they arrive and lead them safely into the building. The Program Facilitator will then direct the afternoon's activities and stay until the last child is picked up. The Program Facilitator will also keep accurate records regarding the children such as attendance.

**Salary Details:**

The program is projected to take place weekly over 26 Wednesdays. It will start the the first week in November, 2021 and run through the end of May, 2022. It will follow the CMS calendar. The Program Facilitator will receive a stipend of \$3000, disbursed monthly over the course of the program. The Program Facilitator will be expected to perform activities prior to the start of the program such as meetings with program volunteers, meetings with Paw Creek teachers and parents and helping to prepare the classroom area where the program will take place.

**How to apply:**

If you are interested in this position, please fill out the attached application and return it by Sept. 3, 2021.

Email to: [office@pawcreekpc.org](mailto:office@pawcreekpc.org)      or      mail to: Reading Program  
Paw Creek Presbyterian Church  
PO Box 64  
Paw Creek, NC 28130-0064

We look forward to hearing from you!

Woodland/Paw Creek Reading Program  
**Program Facilitator Application**

Date \_\_\_\_\_

Please print:

Name \_\_\_\_\_

Email \_\_\_\_\_

Current Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_

Name of college(s) you attended and degree(s) obtained:

\_\_\_\_\_  
\_\_\_\_\_

List prior jobs in teaching and/or child care:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach an additional typed page:

1. Tell about why you would be excited to work as the Program Facilitator for the joint Woodland and Paw Creek Presbyterian Church Reading Program and tell about any special skills or talents that you would draw upon and incorporate in your work.
2. Provide the names, telephone numbers and addresses of three references.

Thank you,

Woodland and Paw Creek Presbyterian Church Reading Program committee

All final candidates for this position will need to pass a *Background Check* and sign a  
*Paw Creek Presbyterian Church Child and Youth Protection Policy.*