

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER  
SCHOOL MEDICINE- VOLUNTEER SERVICES**

**Volunteers Placement Description: RED RAIDERS READERS**

Report To: Director of Volunteer Services & Red Raider Reader Coordinator

1. Consistently sign in at the Volunteer Services Office, the Pedi Clinic Red notebook in the storage room or your designated area.
2. Once inside the pediatric clinic, introduce yourself to the nurses in the nursing station. Ask a nurse to open the room where the Red Raider Books are located.
3. Prepare and select reading materials (books, stickers, bookmakers, props, etc.) to be taken to the clinic lobby.
4. Put on a Red Raider Reader ID badge attached to the red and black lanyard.
5. Go into the lobby. Set up and design your reading area.
6. Invite a child or children to your reading area.
7. Enthusiastically and creatively read stories to patients and families in the lobby areas using skills suggested in the reading packet, Reach Out and Read Video and in orientation.
8. Appropriately assist and supervise children in the lobby area and engage them in reading while they are waiting for their appointment.
9. Consistently greet and visit with the patients, staff and visitors.
10. Clearly answer questions, provide appropriate directions and/or escort patients needing assistance.
11. Regularly assist in straightening up lobby area and organizing books in the storage cabinet.
12. Regularly report to the Volunteer Services Director and the Red Raider Reader Coordinator to relate your progress as a reader/storyteller, your challenges/problems and any suggestions you have to improve the reading program or work assignment area.