

Everybody Wins! Vermont

Orange County: Chelsea, Tunbridge, Westshire

Site Coordinator Job Description 2017

The site coordinator in Chelsea, Tunbridge, and Westshire is responsible for mentor recruitment and training, events, and administrative and reading day support for Everybody Wins! Vermont Power Lunch programs at Chelsea Public School, Tunbridge Central School, and Westshire Elementary School. In these schools, school librarians are primarily responsible for recruiting children, matching mentor pairs, and conducting reading days.

Power Lunch brings community volunteers together with elementary school children to read together one-on-one weekly at local elementary schools. During Power Lunch sessions, volunteer reading mentors share books and conversation, which increases students' enthusiasm for school and builds foundational literacy skills. With the school librarian, the site coordinator is responsible for ensuring a high quality program that meets national mentoring standards and Everybody Wins! guidelines, and for making sure reading mentors, students, and school staff have a good Power Lunch experience.

Specifically, s/he will:

- Recruit mentors in Orange County including Chelsea, Tunbridge, Strafford, Thetford, Vershire, Fairlee, and West Fairlee by posting flyers, posting volunteer ads on Front Porch Forum, visiting workplaces and volunteer centers, speaking with local leaders such as pastors and service club members, tabling at local community meals, meetings, and gathering places, and so on.
- Assist potential mentors as necessary in completing the mentoring application online.
- Interview new mentors one-on-one as their applications are processed, upload the interview notes to the database record, and make them available to the school librarian for matching
- Orient new mentors as a group to Everybody Wins! procedures and policies and introduce them to the school environment and the school librarian if they are unfamiliar with the school.
- Maintain records in the Vermont Mentoring Database and elsewhere as needed; send in site reports and timesheets and update attendance weekly in conjunction with school librarians.
- Monitor the Everybody Wins! email addresses for the schools and respond to mentors promptly, conveying information to the school librarian as necessary.

- Attend reading days at all three schools regularly, at least one reading day at each school every month, in order to support the school librarian and become familiar with the mentors and children
- Substitute for the school librarian in conducting reading days as necessary. For example, if the school librarian is absent, the site coordinator should conduct the reading day.
- With the support of the school librarian, organize a literacy event and an end-of-year celebration annually, inviting parents to both, and work with central office staff to provide gift books twice yearly to each student.

At Chelsea, Tunbridge, and Westshire, the following are the primary responsibility of the school librarian, who may ask for support from the site coordinator as necessary:

- Recruit mentees in the agreed-upon grade ranges for that site, which may involve speaking with teachers or at a faculty meeting, sending information home with children or in a newsletter, or talking with a classroom of children or individual children.
- Make sure that all children participate voluntarily and that any child who wants a mentor is offered the opportunity to self-nominate.
- Assure a balanced group of mentees in terms of age, gender, background, social/emotional needs, personalities, and reading levels. Ideally the Everybody Wins! group should reflect the demographic make-up of the school.
- Maintain a waiting list of mentees so that there is a choice of mentees in order to match each mentor with a child they will enjoy spending time with.
- Match mentors with mentees, taking into account their interests, preferences, and skills.
- Greet mentors and mentees each week and offer assistance and support when needed
- Monitor reading sessions to support children and mentors, and ensure smooth operation of program
- Notify students, teachers, and mentors of cancellations, absences, or schedule changes
- Ensure that the reading spaces are left clean and orderly at the end of each session

Qualifications:

- Communicates well in person, on the telephone, and via email
- Experience working with children and adults
- Organized and computer literate
- Enthusiastic about children's books and the Power Lunch program
- Familiarity with the school and/or community is a plus.

Hours:

- 10 hours per week from the beginning of September to mid-May, excluding school vacation weeks. The hours may be flexed to accommodate extra time needed for recruitment events or for literacy events.
 - At school: one reading day per site every 2-3 weeks depending on the school
 - At home: administrative hours may be worked at school or away from school depending on the coordinator and the school set up.
- 30 weeks per year to allow a minimum of 25 reading weeks for pairs. Everybody Wins! sites start reading the first week of October, and end reading the first week of May.
- 3 mandatory site coordinator meetings per year, typically held from 9 am to 3 pm in Montpelier. In 2017-18, the meeting dates are Friday August 25, Friday December 8, and Friday May 18. 1 mandatory regional site coordinator meeting held in March, typically in Tunbridge.