

Everybody Wins! Vermont

Site Coordinator Job Description 2018: Montpelier

The Site Coordinator is responsible for the daily operation of the Everybody Wins! Vermont Power Lunch program. Power Lunch brings community volunteers together with elementary school children for weekly one-to-one visits at the local elementary school. During Power Lunch, volunteer reading mentors share books and conversation, which increases students' enthusiasm for school and builds foundational literacy skills. 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 to meet site capacity goals by posting flyers and volunteer ads, visiting workplaces and volunteer centers, speaking with local leaders such as pastors and service club members, tabling at local community meals and meetings, and so on.
- Assist potential mentors in completing the mentoring application either online (preferable) or on paper.
- Send any print applications to the central office via scan, US mail, or fax as soon as possible and in any event, the same week that it is received.
- Interview new mentors one-on-one as their applications are processed and upload the interview notes to the database record
- Orient new mentors as a group to Everybody Wins! procedures and policies and introduce them to the school environment if they are unfamiliar with it.
- Recruit children 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 nominations are received both from school staff and self-nominations from children, as well as parent nominations on a site-by-site basis as appropriate and approved by the school principal.
- 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 make-up of the school. When possible, provide mentors for all children who want them in a given age range.
- 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, meet program standards, and ensure smooth program operation

- Notify students, teachers, and mentors of cancellations, absences, or schedule changes
- Ensure that the reading spaces and book cart are left clean and orderly at the end of each session
- Maintain records in the Vermont Mentoring Database and elsewhere as needed; send in site reports and timesheets and update attendance weekly.
- Conduct 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.

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
- Familiar with the school and/or community

Hours:

- 14 hours/week
 - At school: each reading day from about 10:00 am to 2:00 pm, or as necessary to manage absences and conduct reading times. Montpelier reads on Tuesday, Wednesday, and Thursday.
 - At home: administrative hours may be worked at home or at 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 statewide Site Coordinator meetings per year, typically held from 9 am to 3 pm in Montpelier. These meetings are typically held in late August, early December, and mid-May. 1 additional mandatory regional Site Coordinator meeting will be held in March.