

## **Everybody Wins! Vermont**

### Site Coordinator Job Description

The site coordinator is responsible for the daily operation of the Everybody Wins! Vermont Power Lunch program, which brings adult volunteers together with elementary school children for weekly one-to-one visits at the local elementary school. During Power Lunch, mentors and children share books and conversation, which increases children's enthusiasm for school, builds foundational literacy skills, and creates meaningful bonds. The site coordinator is responsible for ensuring a high quality program that meets Everybody Wins! guidelines in accordance with national mentoring standards, and for making sure reading mentors, students, and school staff have a good Power Lunch experience.

Specifically, the site coordinator will:

- Recruit, interview, and orient new mentors, and upload records to the database
- Recruit children, review mentee nomination forms with children and teachers, and upload records to the database Send and monitor parent permission forms Maintain a database waiting list
- Match mentors with mentees taking into account their interests, preferences, and skills
- Host and monitor reading sessions to support children and mentors, meet program standards, and ensure smooth program operation
- Host remote reading sessions as necessary using Zoom or Google Meet platforms and collaborating with school IT personnel; coordinate with and provide technical assistance to mentors, mentees, and families
- Maintain regular communication with mentors, families, and school staff
- Maintain records in the Vermont Mentoring Database and Google Drive
- Provide accurate and timely site data to Everybody Wins! administrative staff as needed
- Conduct a literacy event and an end-of-year celebration annually, and work with central office staff to provide gift books to each student
- Communicate with mentors, families, and the school about Everybody Wins! events such as the Race to the Top of Vermont
- Assist in planning and implementing Everybody Wins! promotional events

### **Qualifications:**

- Communicates warmly and clearly in person and in writing
- Kind, strengths-based interactions
- Excellent judgment and problem-solving skills
- Flexible and able to track a complicated program with many moving parts and people
- Experience working with children and adults
- Organized and efficient
- Comfortable with technology; familiarity with Microsoft Office, the Google Suite, and Zoom a plus
- Enthusiastic about children's literature and Everybody Wins! Vermont
- Familiar with the school and community

## **Position Logistics:**

- Site coordinators are allotted an annual number of hours which they may use flexibly to meet the site's needs, typically based on 10 hours/week for sites with 2 reading days/week.
  - At school: Mid-day on reading days as necessary to maintain communication with mentors and the school, and conduct reading sessions
  - Remote: If fully-remote sessions are necessary, the timing may vary from in-person reading times depending on school and family schedules
  - At home: administrative hours may be worked at home or at school depending on the site coordinator and the school set up
- 30 weeks per school year to allow a minimum of 25 reading weeks for mentor pairs; Everybody Wins! sites start reading the first week of October, and end reading the first week of May, and do not meet when school is not in session
- 15-20 hours worked during June, July, and August on a flexible schedule to perform administrative and recruitment tasks
- 3 mandatory site coordinator meetings per year, typically held from 9 am to 3 pm in Montpelier on the next-to-last Friday in August, the first Friday in December, and the 3rd Friday in May; 1 mandatory regional site coordinator meeting held in March.
- Hourly compensation starting at \$15/hr