

Everybody Wins! Vermont

Assistant Site Coordinator Job Description 2023

The assistant site coordinator is responsible for 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 assistant site coordinator is responsible for ensuring a high quality program that meets Everybody Wins! standards (including national mentoring standards), and for making sure reading mentors, students, and school staff have a good Power Lunch experience.

Specifically, they will:

- 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, collaborating with school IT personnel. Coordinate with and provide technical assistance to mentors, mentees, and families.
- Maintain attendance records for their assigned reading day in the Vermont Mentoring Database.

They will collaborate with the site coordinator to:

- Interview and orient new mentors for their reading day, and upload records to the database.
- Review mentee nomination forms with children and teachers, and upload records to the database.
- Match mentors with mentees.
- Support a literacy event and an end-of-year celebration annually, and work with central office staff to provide gift books to each student.
- Cover additional reading days as necessary and as possible if the site coordinator has unexpected absences.
- Perform additional tasks within their allotted annual hours as requested by the site coordinator.

Qualifications:

- Communicates warmly and clearly in person and in writing
- Superior 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 Google Drive, Google Meet, and Zoom a plus
- Enthusiastic about children's books and the Power Lunch program
- Familiar with the school and/or community

Hours:

- The assistant coordinator will work a schedule based on 5 hours/week and 150 hours per school year for each reading day they supervise. They will typically work only when school is in session.
 - 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. Administrative tasks within the total allotted annual hours may be completed when school is not in session.
- 30 weeks per school year. 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.
- Typically the assistant site coordinator will not work during June, July, and August. However, summer hours may be available on a flexible schedule to perform administrative and recruitment tasks in collaboration with the site coordinator.
- 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.

Compensation:

- Hourly, starting at \$15/hour.