

Literacy Society

 of the North Okanagan

READING TOGETHER PROGRAM: School Coordinator

Job Summary

Volunteer School Coordinators collaborate with school staff, volunteer readers, and the Reading Together Program Coordinator to ensure the smooth operation of each school's program. School coordinators can expect to commit 4-6 hours per week attending to various tasks, such as organizing the Reading Together room, reviewing student progress, maintaining communication with volunteers and staff, and assisting in the recruitment of volunteers. Coordinators are encouraged to read with students if possible, either by taking a role as a regular volunteer, or periodically filling in for volunteers as needed.

Program Description

The Reading Together program follows the School District #22 calendar and operates within elementary schools during regular school hours. Volunteers commit one morning or afternoon per week to read with three students. The School Coordinator ensures volunteers have the resources they require to meet the needs of students.

Responsibilities

- Work with tutors & school staff to establish the volunteer schedule
- Set up and maintain the Reading Room materials
- Regularly review student files to track individual progress
- Maintain regular contact with volunteer tutors and arrange semi annual volunteer meetings
- Assist with recruitment of parent and community volunteers
- Report any concerns to the District Coordinator
- Follow all program protocols for health and safety

Preferred Qualifications

- Passion and enthusiasm for reading
- Excellent communication and organizational skills
- Enjoy working with others
- Current Criminal Record Check or willing to get

Please send a completed application form to coordinator@literacysociety.ca

Thank you for your interest in this program! You will be notified shortly.

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