


# Literacy Society

 of the North Okanagan

## **JOB DESCRIPTION: READING TOGETHER PROGRAM COORDINATOR**

The Reading Together Coordinator is responsible for the smooth running of the Reading Together Program in School District #22. The Reading Together program brings a volunteer and child in grades 2-4 together at a designated location at the school for 1.5 hrs (3- 30 minute sessions per volunteer per week). The sessions are designed to build reading confidence, introduce games and strategies to enhance reading skills, and to develop a love of reading. Children are usually referred to the program by their classroom teacher. Volunteers received prior training.

### **Responsibilities**

Liaise with:

- volunteer school coordinators
- school principals, learning resource teachers, school district literacy staff

Train and mentor:

- new and experienced school coordinators
- new volunteers
- experienced volunteers as requested

Reporting:

- reports to the Executive Director
- collect data as needed and requested by the Executive Director
- provide a monthly Board report to the Executive Director or as requested
- attend staff meetings

Support Reading Together school volunteers at all participating schools:

- maintain schedules
- visit each school at least once a year
- attend school tutor meetings as requested
- recruit new volunteers through a variety of media outlets
- meet with school coordinators (as a group) 2 to 3 times per year
- collect program data from schools at least 1x per year
- maintain a positive profile for the program within the community.

Coordinate the program in at least one Vernon school

- take on the role of the school coordinator at a school that is without one
- work with school teaching staff to:
  - schedule volunteers and students
  - orient new volunteers to the school and the program
  - manage the Reading Together room, files, books and other resources

Other duties

- Supports Spelling Bee fundraiser
- From time to time related small projects or pilot programs present opportunities for job expansion.

Travel allowance provided for trips to communities outside of Vernon.

Literacy Society of the North Okanagan

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