**Volunteers In Public Schools**

**Program Coordinator**

Responsible To:  Executive Director

Summary of Position:  The Program Coordinator is responsible for the maintenance of the EveryBody Reads and EveryOne Counts programs including training, screening, matching, tracking, and some recruitment. The position involves event planning, effectively communicating with school representatives, board members, community groups, and volunteers. Candidate must stay abreast of the latest literacy and mathematical trends .

Program Facilitation

* In a timely manner, provide information to potential volunteers, process volunteer applications, match volunteers with students, and forward volunteer match packets
* Maintain a current database of Reading and Math Friend volunteers, student participants, and attendance records of volunteers
* Make presentations to interested groups
* Plan special events that make volunteers/supporters feel connected to the program, including Reading/Math Friend Connects and Volunteer Open Houses

Training/Tracking

* Conduct training sessions for individuals, classes, and community groups
* Follow procedures for alerting and following up with delinquent Reading Friends
* Evaluate and adjust trainings to meet the needs of the schools, volunteers and students
* Produce end-of-the-year surveys to monitor volunteer/teacher/student satisfaction
* Evaluate program’s effectiveness using data collected throughout the school year

Communication/Networking

* Inform teachers of the program procedures, required materials, progress of the program, and student/volunteer matches
* Design and forward e-newsletter to Reading and Math Friend volunteers
* Inform VIPS board members, school board members, volunteers, and supporters on the progress of the program
* Schedule speaking engagements with community organizations to help support the program
* Make school visits to connect with volunteers, school administrators, and to observe reading sessions

Literacy and Math Aptitude

* Gather data on student’s reading and math scores in a timely manner
* Work with the statistician to produce well-informed progress reports
* Collaborate with other agencies to spread the message on the importance of early childhood literacy and the importance of community involvement
* Attend meetings regarding the status of EBRP childhood literacy to stay abreast of trends
* Research data on effective tutorial tools in literacy

Recognition

* Seek methods to thank Reading and Math Friends and recognize outstanding volunteers

And any other duties as assigned by the Executive Director

Qualifications:

* Bachelor’s degree from accredited college/university
* Attention to detail
* Ability to work independently
* Meets deadlines
* Ability to effectively communicate through written correspondence and oral presentations
* Understands and appreciates the role of the community in public education
* Demonstrates experience in data input
* Possesses knowledge of early childhood literacy and its affects on academic achievement
* Ability to analyze data and make recommendations
* Possesses excellent organization skills in order to perform multi tasks in a fast paced environment
* Ability to bring diverse populations together for a common goal
* Shows initiative and drive in accomplishing the organization’s goals
* Ability to attend some evening and weekend activities
* Able to think quickly and problem solve

Demonstrated experience in Excel, Power point, Constant Contact

Indeed Listing Link:

[https://www.inde:ed.com/job/volunteers-public-schools-program-coordinator-b92fe72a49c1f29e](https://www.indeed.com/job/volunteers-public-schools-program-coordinator-b92fe72a49c1f29e)