



Job Title: Site Coordinator
Salary: \$11.00 - \$15.00 per hour (Depends on Experience)
Status: Volunteer or Paid. (Paid is an at-will, part-time, non-exempt position)
Report to: Manager, K-12 Programs
Deadline: Open until filled
Email resume and cover letter to: Human Resource
jobs@readingandbeyond.org

Job Description Site Coordinator

POSITION ROLE:

Overseeing the day-to-day operations of one of Reading and Beyond's community-based sites in Fresno serving approximately 50+ students. The Site Coordinator manages the day-to-day operations of two programs offered at the sites: 1) a drop-in center from 3-7pm Monday-Friday, 2) Reading and Beyond's literacy program for academically at-risk neighborhood elementary school students. Site Coordinator works closely with volunteers, faith institutions (including, churches), and community-based partners to plan and manage the programs.

RESPONSIBILITIES:

- 1) Day- to day management and coordination of Reading and Beyond's community-site(s).
- 2) Ensure that "site target goals" are met: 1) At least 70% of students improve their reading ability by one grade level within 6 months to one year, and 2) The assigned minimum number of students enrolled is maintained.
- 3) Recruiting, training, retaining and supervising volunteers.
- 4) Scheduling and giving public presentations on behalf of Reading and Beyond for the purpose of volunteer recruitment
- 5) Door-to-door outreach to prospective families to recruit and enroll students
- 6) Ensuring completion of the student application and Individual Learning Plans (ILP's) and provide a orientation for all students and parents of program expectations and goals.
- 7) Assist with the development and coordination of parent program related activities at the site(s) including parent workshops and Family Literacy Nights.
- 8) Administer pre- and post Development Reading Assessments (DRA) to monitor and track student progress and ensure "site target goals" are being met.
- 9) Submit monthly report on site enrollment, attendance, and volunteer recruitment, as well as monthly calendar of planned enrichment activities for the drop-in program
- 10) Develop and maintain a high level of communication and positive relationships with community-based partners.
- 11) Communicate regularly with parents/guardians regarding student progress and performance.
- 12) Submit all required documentation on a timely basis, including attendance, snack counts, emergency cards, student applications, literacy assessments (DRA forms), etc.
- 13) Perform other work as assigned.

REQUIRED QUALIFICATIONS:

- 1) Strong leadership skills / Ability to lead
- 2) Ability to prioritize tasks and responsibilities
- 3) Must be available Monday-Friday between 2pm and 7pm
- 4) Fast learner and ability to work in a fast paced environment
- 5) Thorough –ability to follow through, complete tasks, and reach goals
- 6) Innovative
- 7) Resourceful
- 8) Able to be proactive
- 9) Problem-solving skills
- 10) High degree of motivation and initiative
- 11) Strong communication skills
- 12) Internet Skills
- 13) Management Experience

ESSENTIAL SKILLS AND EXPERIENCE:

- Bilingual (English/Spanish) required
- Bachelors Degree or equivalent in Liberal Studies and/or Education related major, preferred.
- Experience providing supervision for adults and children required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand for extended periods of time, sit, reach with hands and arms, stoop, kneel, speak and communicate effectively with others, including the public. The employee must occasionally lift and/or move up to 50 pounds.

Special Requirements

- Candidate must have reliable transportation and maintain updated license and insurance at all times
- Candidate is required to submit and pass background checks and negative Tuberculosis (TB) test.
- Candidate must be available to work evenings and weekends as needed.

Employment is conditional pending satisfactory results of all required tests and background checks mentioned above. Periodic TB clearances may be required if hired.

Reading and Beyond is an Equal Employment Opportunity Employer.