

JOB DESCRIPTION

Position: Program Coordinator-Once Upon a Time (OUAT) Volunteer Reading Program

Status: Not to exceed 10 hours/week, Non-exempt

Reports to: Once Upon a Time Supervisor

Role: The Once Upon a Time program is looking for someone who is passionate and enthusiastic about reading to children. The primary responsibility of the OUAT Coordinator is to coordinate and supervise 25-30 reading volunteers. Additionally, the Coordinator will co-facilitate volunteer orientation trainings with the Once Upon a Time supervisor, organize and place volunteers in childcare facilities, observe and provide feedback to volunteers regarding their reading instruction, maintain good communications with volunteers and childcare facilities, respond to volunteer needs and retain and/or recruit volunteers as needed.

Salary: \$14-\$17/per hour

This program is made possible by an annual grant from United Way of Henderson County.

QUALIFICATIONS

- Be 18 years of age or older
- Have a 4-year degree in Elementary Education, Early Childhood Education or related field. Consideration will be given to those with an Early Childhood Certificate(s) for Preschool and/or School Aged, or Associates in Applied Science in Early Childhood Education, or be a current student in the Early Childhood Education field of study
- Passion for reading and fostering a love of reading in others
- Experience in working with volunteers
- Experience in teaching children in the Early Childhood setting
- Any equivalent combination of training and experience
- Program specific training will be provided

PRINCIPAL RESPONSIBILITIES

- Recruit and retain reading volunteers throughout the year
- Train and provide literacy support for reading volunteers
- Coordinate reading volunteer placement in childcare facilities
- Maintain the quality of the program through formal volunteer observations and provide feedback
- Maintain monthly communication with reading volunteers and childcare facilities



- Perform other duties as assigned

JOB COMPETENCIES

- Able to be non-judgmental, empathetic, and culturally sensitive
- Proficient in Microsoft Office- Outlook, Word and simple tracking in Excel
- Dependable, organized and highly professional

Children & Family Resource Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Children & Family Resource Center complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

I have read and understand the above description of the functions assigned my position. The Children & Family Resource Center shall, in its discretion, modify or adjust the position to meet the Center’s changing needs.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____