

AMERICORPS POSITION DESCRIPTION

NAME *South Sound Reading Foundation*
STREET ADDRESS *305 College St. NE*
CITY STATE ZIP *Lacey, WA 98516*
Phone Number *(360) 412-4499*
Website: *readingfoundation.org/southsound*
Contact Person: *Jennifer W. Forster*
Phone: *360-412-4499*
jwilliamson-forster@nthurston.k12.wa.us
Site Supervisor: *(same)*

Vehicle Required: yes Xno
Driver's License Required: Xyes no
On bus route: Xyes no
Minutes from Olympia: **5-15 via bus**
Auto Insurance Required: Xyes no

TITLE: Literacy Outreach Coordinator

HOURS OF SERVICE: 9 am – 5:30 pm, Mon - Fri with evening and weekend hours (40 hours total).

JOB DESCRIPTION: The Literacy Outreach Coordinator (LOC) will promote literacy and create potential by working to educate children, youth, and families about the importance of reading, and by working to get books into every home and into the hands of every child so they have the tools they need to read and succeed. The LOC will network with and serve schools, non-profits, afterschool programs, etc., to promote the reading message and to plan, schedule, and participate in literacy events with our Book Van. He or she will also outreach to at-risk youth through our Literacy Outreach for At-Risk Youth program.

SITE DESCRIPTION: The SSRF is a non-profit organization that promotes literacy and serves youth of all ages, especially those at-risk. Our mission is to promote the message, "Read 20 Minutes a Day with Your Child," with the goal of increasing school readiness, brain development, and family bonding. The SSRF staff of four plus a corps of committed volunteers works collaboratively to deliver our message and materials through a variety of programs, including the Book Van. Our office is located in the North Thurston Public Schools District Office in Lacey, a growing city near Olympia, Washington.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Operate and manage the Literacy Outreach Book Van Program
- Read with kids and work with families to promote reading
- Distribute free books and literacy resources
- Network with community members and service providers to plan events and provide services
- Oversee book van inventory
- Participate in AmeriCorps team meetings and service projects
- Complete necessary data collection and evaluation as required by AmeriCorps and the SSRF.

REQUIRED QUALIFICATIONS:

- Interest in education, children's literature, library science or related field
- Enjoy working with youth of all ages and ethnicities, including children in at-risk situations
- Ability to work independently and adjust to a flexible schedule, including evenings and weekends
- Experienced driver with a clean driving record
- Ability to work with others
- Ability to use Microsoft Office products, especially Word and Excel. Publisher and Power Point a bonus.