

AMERICORPS POSITION DESCRIPTION

South Sound Reading Foundation
305 College Street NE
Lacey, WA 98516
(360) 412-4499
readingfoundation.org/south-sound
Contact /Site Supervisor: Jennifer Williamson
Forster, 360 412 4499 jwilliamson-
forster@nthurston.k12.wa.us

Serves Vulnerable Population: Yes
Background Check(s) Required: Yes
Driver's License Required: Yes
Vehicle Required: Ideally
Auto Insurance Required: Yes
On bus route: Yes
Minutes from downtown Olympia: 15

TITLE: Literacy and Learning Engagement Coordinator

HOURS OF SERVICE: 9:00 a.m. to 5:30 p.m., M – F with evening and weekend hours, most weeks.

POSITION DESCRIPTION: Engage at-risk youth in the wonder and promise of literacy and learning as the South Sound Reading Foundation's Literacy and Learning Engagement Coordinator. The Literacy and Learning Coordinator will provide mentoring and tutoring, after school and summer group learning and literacy engagement activities and Family Literacy and Learning Nights. The Literacy and Learning Coordinator will partner with schools, non-profits, afterschool and summer programs to reach at-risk youth and their families.

SITE DESCRIPTION: The Reading Foundation promotes literacy and learning and serves youth 0-18, especially those at-risk. Our goal is to increase the number of eager and engaged learners. The SSRF staff of two plus a corps of committed volunteers works collaboratively to deliver our message and materials through a variety of programs. Our office is located in Lacey, a growing city near Olympia, Washington. Lacey and the Olympia area have many cultural and recreation activities to offer and a reliable public transportation system.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Serve as a mentor and reading engagement tutor for 1-3 elementary school aged youth
- Develop literacy and learning engagement activities for youth in after school and summer programming
- Help develop and implement family engagement programming
- Attend and participate in weekly staff meetings
- Recruit volunteers for literacy and learning programming
- Network with community members and service providers to plan events and provide services
- Participate in AmeriCorps team meetings and service projects
- Monitor participation, complete necessary data collection, evaluation and reporting as required by AmeriCorps and The Reading Foundation

REQUIRED QUALIFICATIONS:

- Some college preferred with a focus or interest in education, library science or related fields
- Enjoy working with low-income, under-resources at-risk children, youth and families
- 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
- Able to follow the policy of the agency related to being a drug and alcohol free zone.

All positions will abide by AmeriCorps Prohibited Activities in the YIS Service Agreement.