

## SOUTH SOUND READING FOUNDATION POSITION DESCRIPTION

**Sponsor Site:**

South Sound Reading Foundation  
305 COLLEGE ST NE  
LACEY, WA 98516  
360-412-4499

Read2me@nthurston.k12.wa.us

**Contact Person/Site Supervisor:**

Cindi Carey / Jennifer Forster

**Vehicle Required:**      yes   X   no

**Driver's License Required:**   X   yes      no

**On bus route:**   X   yes      no

**Minutes from downtown** 5-10 minutes

**Olympia:**

**Auto Insurance Required:**      yes   X   no

SSRF insures all BookVan drivers.

Clean driving record required.

**TITLE:** Program Manager & Volunteer Coordinator

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

**JOB DESCRIPTION:** The SSRF Program Manager & Volunteer Coordinator promotes the “20 minutes a day” reading mission to youth and caregivers by organizing literacy programs and free book distributions. The ACM works independently, yet communicates often with the director about progress and challenges. The ACM is responsible for the operation, maintenance and program scheduling of the BookVan; for the recruitment and management of volunteers; for developing new partners in the community; and for the creation of reports relating to book distribution and volunteer activities.

**SITE DESCRIPTION:** The SSRF is a non-profit organization that serves youth of all ages, with an emphasis on serving children from birth through 3<sup>rd</sup> grade, especially those at-risk. Our mission is to promote the message, “Read 20 Minutes a Day with Your Child from Birth,” with the goal of increasing school readiness, brain development, and family bonding. The SSRF staff of two plus a corps of committed volunteers works collaboratively to deliver our message and materials through a variety of programs, including the BookVan. We serve schools in 10 school districts in Thurston and Mason Counties.

### MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Communicate with Director and Board of Directors on a regular basis.
- Operate and manage an ongoing schedule for BookVan visits and other programs.
- Assist with two annual books drives (October and April) and manage Book Barn inventory.
- Provide some direct literacy outreach to families and caregivers; distribute literacy resources and materials.
- Recruit, manage, train and retain volunteers; develop programs and projects for volunteers.
- Develop new partners and relationships in the SSRF service area.
- Participate in AmeriCorps team meetings and service projects.
- Complete necessary data collection and evaluation as required by AmeriCorps and the SSRF.

### REQUIRED QUALIFICATIONS:

- Some college is preferred with a focus 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 some evenings and weekends.
- Ability to develop creative programming, to communicate effectively, and to acquire & motivate volunteers.
- Ability to use Microsoft Office products, especially Word and Excel. Publisher and Power Point a bonus.