



Everybody Wins! Iowa

Site Coordinator Position Description – Part-time

Everybody Wins! Iowa is currently seeking qualified applicants for the position of Site Coordinator. The coordinator is responsible for implementing the program guidelines and ensuring that volunteers, school faculty, community partners, and students are satisfied with their experience with the Everybody Wins! Iowa program. They serve as the liaison between school/site staff, including teachers, principals, community partners, and Everybody Wins! Iowa staff to ensure communication and coordination.

Everybody Wins! Iowa is a youth literacy and mentoring program that strives to bridge the literacy and mentoring gap by matching students with adult mentors to spend an hour a week reading and learning together.

Candidates must be responsible, organized, and independent workers that can communicate effectively with Everybody Wins! Iowa staff, school faculty, adult volunteers, and school children. Candidates must be proficient in Microsoft Word, Microsoft Excel, Gmail, and Google Docs. Employment hours vary, but average is about 1 - 2 hours per program day.

Starting Pay is \$9.50/hr. with annual merit increases.

Duties include:

- Programming
 - Monitor program sessions at your assigned school each week and arrive early to get the reading room set up.
 - Meet with school/site principal and other involved staff to determine students who will participate in the program.
 - Assist with mentor training with guidance from Everybody Wins! Iowa office staff and the Reading Mentor Handbook.
 - Distribute and collect forms to be submitted to the Everybody Wins! Iowa office.
 - Keep all volunteer materials, nametags, program materials and book carts organized and updated
- Communication
 - Effectively and consistently communicate with students, volunteers, mentors, schools, community partners, and Everybody Wins! Iowa office staff.
 - Follow up with volunteers who are absent from reading sessions.
 - Check student attendance each week and call/email mentors if their student is absent.
 - When a volunteer mentor will be absent, notify site staff or student's teacher before the reading program begins.
 - Email or call volunteers immediately regarding any schedule change (early dismissal, weather closing, etc.).
 - Call Program Manager at least two hours in advance, if you are not able to work as scheduled.
- Reporting
 - Complete weekly attendance & monthly reports through our Google Docs system.
 - Submit enrollment forms, mentor agreements, and evaluation forms consistently to the Program Manager
 - Submit monthly timesheet as scheduled to the Program Manager.
- Promotion and Recruitment
 - Distribute fliers to mentors, staff, school employees, and other community partners to help promote the Everybody Wins! Iowa program.
- All other duties as assigned by the Program Manager

Please send a cover letter and resume to statedirector@everybodywinsiowa.org.

Or mail to:

Karen Ligas, Executive Director

Everybody Wins! Iowa

PO BOX 691

Des Moines, IA 50303