



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.

Starting Pay is \$11.00/hr. with annual merit increases. Weekly hours not to exceed 4 hours per site. Our program year begins with training and material preparation in September and concludes mid May, while following traditional school calendar breaks.

Duties include:

Programming

- o Monitor program sessions at your assigned school each week and arrive early to get the reading room set up.
- o Meet with site contact/principal and other involved staff to determine students who will participate in the program.
- o Conduct mentor orientation annually at each site and as needed for new mentors.
- o Distribute and collect forms to be submitted to the Everybody Wins! Iowa office.
- o Keep all volunteer materials, nametags, program materials and book carts organized and updated.
- o Obtain all necessary materials, including giveaway books, from the EWI office as needed.
- o Attend quarterly Site Coordinator meetings to be paid hourly rate.

Communication

- o Effectively and consistently communicate with students, mentors, schools, community partners, and Everybody Wins! Iowa office staff.
- o Follow up with volunteers who are absent from reading sessions.
- o Check student attendance each week and notify mentor if their student is absent.
- o Notify mentors immediately regarding any schedule change (early dismissal, weather closing, etc.).
- o In the event of planned absence, follow procedures for finding a substitute.
- o Notify Program Manager if you are unable to work as scheduled.

Reporting

- o Complete weekly attendance & monthly reports on time through our Google Docs system.
- o Complete monthly time sheets on time through our Google Docs system.
- o Submit enrollment forms, mentor agreements, and evaluation forms consistently to the Program Manager.

Promotion and Recruitment

- o Assist with promotion of Everybody Wins! Iowa information and events.
- o Attend a minimum of one special event per program year to be paid hourly rate.

All other duties as assigned by the Program Manager

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

Or mail to:

Everybody Wins! Iowa
PO BOX 691
Des Moines, IA 50303