



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 3-4 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 Meet with site/school staff to secure signed partnership agreements and to coordinate program logistics.
- o Work with Site Contact to determine students who will participate and to facilitate enrollment.
- o Conduct mentor orientation annually at each site and as needed for new mentors.
- o Monitor program sessions at your assigned site each week and arrive early to set up the space.
- 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 mentors, students, schools, community partners, and Everybody Wins! Iowa office staff.
- o Contact site before each program session to check student attendance, and notify mentors if students are absent.
- o Notify mentors immediately regarding any schedule change (early dismissal, weather closing, etc.).
- o Follow up with volunteers who are absent from reading sessions.
- 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

	Physical Demands:	NEVER 0%	OCCASIONAL 1-32%	FREQUENT 33-66%	CONSTANT 67%+
A	Standing			X	
B	Walking			X	
C	Sitting			X	
D	Bending/Stooping			X	
E	Reaching/Pushing/Pulling			X	
F	Climbing/Stairs		X		
G	Driving			X	
H	Lifting (25 lbs)		X		
I	Carrying (25 feet)		X		
J	Manual Dexterity Tasks				X
	Telephone			X	
	Computer				X
	Other: Sorting, distributing, and inventory of books and other program supplies		X		
K	Working Conditions				
	Inside			X	
	Outside		X		
	Extremes of Temperature/Humidity		X		

Physical Requirements/Work Environment:

Work requires ability to function in school program areas, some lifting and physical activity required. **Disclaimer:** All the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

Hours and Schedule: Starting Pay is \$11/hr. with annual merit increases.

- Coordinators are allotted an annual number of hours (outlined in Employment agreement) which they may use flexibly to meet the site's needs, typically based on 3-4 hours/week.
 - At school: each reading day as necessary to maintain communication with mentors and the school, and conduct reading times as scheduled.
 - At home: administrative hours may be worked at home, school, or EWI office depending on the coordinator and the school set up.
- 30 weeks per school year to allow a minimum of 25 reading weeks for mentor pairs. Programs start with mentor-only orientation in mid-September, end reading the second week of May, and do not meet when school is not in session.

Employment Information

Everybody Wins! Iowa is an Equal Employment Opportunity Employer as well as a drug-free and smoke-free employer. A post-offer employment background check will be conducted. Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply.

We provide reasonable accommodations to qualified individuals upon request and conduct all activities in fully accessible settings.

Information about Everybody Wins! Iowa: Everybody Wins! Iowa is a reading and mentoring nonprofit organization that strives to increase children’s success in school and life through one-to-one reading and mentoring experiences with caring volunteers.