



Position Description

Position: Site Coordinator

Status: Volunteer

Position Summary: The site coordinator is responsible for overseeing the SMART program at assigned school one or more program days, including scheduling, managing and retaining volunteers. Works in cooperation with the school community.

Reports To: Program/Area Manager

Primary Responsibilities:

1. **Program Quality**
 - Uphold the vision and mission of SMART
 - Ensure compliance with program standards
 - Work with school staff to establish and maintain SMART reading pair schedule
 - Create and maintain a welcoming and comfortable reading space with appropriate displays
2. **Program Safety**
 - Always be on site when volunteers are present
 - Ensure volunteer readers are trained in SMART risk management and school safety procedures
 - Observe all child and volunteer pairs to ensure program safety
3. **Volunteer Recruitment and Retention**
 - Assist the manager, other volunteers, and the school community in the recruitment of volunteers to meet the volunteer recruitment goal
 - Support volunteers throughout program year to maximize retention
4. **Volunteer Training and Coaching**
 - Support & train the volunteer readers and be available throughout the program year to answer volunteer questions and provide direction

- Become familiar with SMART books and help to identify appropriate books for volunteer/child needs
5. **SMART Community Relations**
- Build advocacy and communication lines with principals, school staff and community at large
6. **Other Responsibilities**
- Meet or talk with the manager on a consistent basis
 - Establish and maintain regular communication with co-site coordinators, if applicable
 - Keep accurate records and complete required reports
 - Intermediate computer skills are required in order to maintain documentation in Microsoft Word & Excel

Physical Requirements:

While performing the duties of this job, the site coordinator will be required to stand, walk and/or sit. The site coordinator occasionally must lift and/or move up to 25 pounds. The noise level in the work environment is usually moderate.

General Requirements:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for the position.