



Join the SMART Volunteer Network

Title: SMART Site Coordinator

Purpose of the Assignment

This valuable volunteer position serves as the “engine” for the SMART (Start Making A Reader Today) program, ensuring that it is up and running each fall and keeping it operating throughout the school year. Because of the guidance of Site Coordinators, children and volunteers throughout the state of Oregon have a chance to participate in SMART. Under the Site Coordinator’s leadership, children and volunteer Readers experience the magic and love of reading. Site Coordinators contribute to creating an Oregon where *every* child can read and is empowered to succeed.

Reports to: SMART Manager

Key Responsibilities

All SMART volunteers are responsible to support SMART’s mission, vision, and program standards, and adhering to SMART volunteer policies and procedures. Volunteers maintain open and regular communication with direct supervisors, reporting any concerns immediately.

Additionally, Site Coordinators:

- Attend all scheduled meetings and trainings or otherwise make arrangements with the SMART Manager prior to the meeting
- Collaborate with site and community volunteers to identify and schedule reading pairs
- Create a welcoming, organized, and comfortable reading space
- Contact returning and potential volunteer Readers to invite them to join SMART
- Ensure that volunteer Readers are trained, understand their role and enjoy their experience
- Provide oversight during all reading times to help children and volunteer Readers select books, answer questions, observe and offer reading tips, and guarantee risk management
- Maintain the SMART book inventory at the site
- Invite new volunteers to join the program throughout the year to ensure every identified child has a volunteer Reader
- Submit monthly reports on program data and statistics, e.g. book giveaways
- Establish regular and effective communication between co-Site Coordinators and/or Site Team Members if applicable
- Actively participate in trainings, site visits and program assessments

Helpful Qualities and Skills

- Advocate of children’s literacy and dedication to community service
- Flexibility to interact with a diverse group of people
- Personable communication and good customer service
- Strong organizational skills and attention to detail
- Team-oriented
- Positive, open-minded, reliable and independent
- Previous educational experience and/or understanding of school environments a plus
- Computer skills

Training and Support

- Training is provided prior to the start of the SMART program and throughout the program year
- SMART staff are available to answer questions or to make a site visit
- Site Coordinators have access to mentors and are encouraged to visit other programs
- Each site has identified a specific contact person for site-related questions
- Coordinators are encouraged to develop volunteer teams to assist them with the above responsibilities
- Coordinators are reimbursed for travel to trainings at the IRS Charitable Mileage Rate

Commitment

- Provide program oversight during all scheduled SMART times throughout the year
- Preparations for the SMART program begin in September; reading pairs generally begin in mid-October and continue until mid-May
- The program is officially closed for the year at the end of May
- All regular school holidays are observed
- Most programs operate during the school day with a few programs being offered during after school programs
- Times and days vary depending on the particular school and schedule established; in many cases, SMART days can be chosen based on Site Coordinator preference

Location of Volunteer Assignment

SMART partners with hundreds of schools throughout Oregon. View a list of SMART sites online at www.GetSMARTOregon.org or request a list from the local SMART office.

Benefits to You

- Research shows that volunteering helps you stay healthy and keeps your brain sharp
- The satisfaction of helping children and having a significant, long-term impact on their lives
- The opportunity to work with educational professionals
- Volunteering in an atmosphere that is youthful, upbeat, and prevention-based
- Keeps you in touch with your community
- The opportunity to learn new skills or enhance existing ones
- Offers a connection to the local school community
- Being part of a larger, statewide program that improves children's literacy
- The potential to make new friends
- The opportunity to lead a team of committed volunteers making a significant contribution to the local community

Apply online today at www.GetSMARTOregon.org