



# Join the SMART Volunteer Network

**Title:** SMART Site Team Member

## **Purpose of the Assignment**

This hands-on volunteer position is critical to supporting the SMART Site Coordinator and offers a variety of duties and opportunities to interact with other SMART Readers, site staff and participating students

**Reports to:** SMART Site Coordinator and/or SMART staff

## **Key Responsibilities**

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

A list of common tasks is available on our website or by contacting the local SMART office. Responsibilities may include:

- Set up the SMART space and decorate bulletin boards
- Contact cleared Readers-invite them to join SMART and establish a reading time
- Assist with Reader training
- Organize and arrange for substitute Readers
- Train and organize Junior Readers
- Serve as a substitute Site Coordinator
- Assist with physical book inventory
- Collect, tally and enter SMART statistical information
- Collate SMART materials
- Assist with recruiting by inviting new volunteers to join the program throughout the year through speaking engagements, attending events, etc.
- Write monthly articles on SMART activities for school newsletter or local publications

## **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 skills
- Good organization and attention to detail
- Team oriented
- Positive, open-minded, reliable and independent
- Previous educational experience and/or understanding of school infrastructure

## **Training and Support**

Site Team Members are provided training prior to the start of their volunteer experience and as needed as duties are added. A Site Coordinator or SMART staff representative is available to answer questions year-round.

**Commitment**

The SMART program year operates at most sites from mid-October to mid-May. Depending on volunteer interest and site need, this position could be available as early as August when Site Coordinators begin preparations for the opening of the program year. The program is officially closed for the year at the end of May.

The length of this assignment depends on the particular duties assigned. Some will be episodic in nature and last only a short period of time; others may last the entire program year. The commitment will be thoroughly explained once Site Team Member responsibilities have been mutually decided upon.

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 chosen be based on volunteer preference.

**Location of Volunteer Assignment**

SMART partners with hundreds of schools throughout Oregon. View a list of SMART sites online at [www.GetSMARTOregon.org](http://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](http://www.GetSMARTOregon.org)*