



Overview of SMART Reading Volunteer Site Coordinator Role

Volunteer Site Coordinators work with SMART Reading and site staff to implement and oversee the program throughout the school year.

Key Responsibilities:

Support children's literacy in your community and inspire a love of books and reading. You'll have the opportunity from September through May to:

- Provide program oversight during reading sessions.
- Serve as the key contact for site staff and volunteers, coordinating the schedule and other logistics as needed.
- Create a welcoming, organized, and comfortable reading space.
- Work with elementary school or preschool staff to schedule reading pairs.
- Collect program data and submit monthly reports.
- Maintain a diverse, exciting SMART Reading book inventory at the site.

Time Commitment:

- Participate in initial training sessions (about 10-12 hours total), and attend monthly Volunteer Site Coordinator team meetings/trainings.
- Average weekly commitment of five to seven hours, depending on the site (program runs October to May)

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 and contacts
- The opportunity to lead a team of committed volunteers making a significant contribution to the local community
- Keeps your resume current

Learn more and apply online at www.smartreading.org