



Join the SMART Reading Volunteer Network

Title: Virtual Volunteer Site Coordinator

Position Description

This leadership position serves as the key liaison between SMART Reading and our site partners. Virtual Volunteer Site Coordinators work with SMART Reading staff to train Virtual Volunteer Readers, implement one or more engagement offerings (Virtual SMART, Classroom Read-Alouds, or Pen Pal) and oversee the program at the assigned site throughout the year. This volunteer role will include supporting book distribution efforts and facilitation of regular communication between the site partner and SMART Reading staff.

Reports to: SMART Reading staff

Technology Requirements:

- Laptop or desktop computer with camera and microphone (*tablets and smartphones are not suitable for the needs of this role*)
- Reliable internet connection
- Familiarity with Zoom and/or Google Meet and the ability to screen share
- Availability to attend trainings to become proficient with SMART Reading's virtual platform
- Ability to provide basic technical support to Virtual Volunteer Readers

Key Responsibilities:

- Support SMART Reading's mission, vision, and program standards
- Adhere to SMART Reading's volunteer policies and procedures and all safety guidelines
- Maintain open and regular communication with direct supervisor/s, reporting any concerns immediately
- Create a safe, inclusive and positive environment for SMART Reading's students and volunteers
- Become familiar with school requirements and emergency procedures, including conduct in the virtual environment

Additionally, Virtual Volunteer Site Coordinators:

- Participate in virtual training for new Virtual Volunteer Site Coordinators
- Participate in virtual training for engagement offerings and safety guidelines
- Learn to navigate SMART Reading's Google Apps and Google Drive platforms, and consent to SMART Reading's Acceptable Use Policy
- Attend scheduled virtual team meetings and trainings throughout the year
- Contact returning and potential Virtual Volunteer Readers to invite them to join SMART Reading
- Work with site staff to schedule virtual reading sessions



- Ensure Virtual Volunteer Readers are scheduled, trained, understand their role, and have a meaningful experience
- Provide oversight during all virtual reading sessions to ensure proper volunteer-to-student ratio, help students and Virtual Volunteer Readers select books, answer questions, observe and offer reading tips, provide oversight, and ensure all safety and security procedures are followed
- Maintain the SMART Reading book inventory for the site and assist with book ordering and distribution as needed
- Collect program data (students, volunteers, books) and submit monthly reports
- Establish regular and effective communication between Virtual Volunteer Co-Site Coordinators and/or additional site team members, if applicable
- Support virtual site visits and program assessments as needed

Qualities and Skills:

- Advocate of children's literacy and dedication to serving the community
- Ability to collect required data and submit reports each month
- Personable communication and good customer service skills
- Strong organizational skills and attention to detail
- Reliability and the time to dedicate to weekly commitment and virtual trainings throughout the year
- Ability to train Virtual Volunteer Readers, and support as needed
- Positive and open-minded personality
- Ability to work independently, while maintaining communication with supervisor/s
- Understanding of the importance of adhering to the SMART Reading model and guidelines
- Experience with Google products and comfortable with virtual meeting platforms like Google Meet and Zoom

Training and Support:

- New Virtual Volunteer Site Coordinators attend about 10 hours of initial training in the fall, prior to program start, including information about the SMART Reading program, volunteer responsibilities, safety policies, virtual read-aloud strategies and basic training on the virtual platform used for the reading sessions.
- Virtual Volunteer Site Coordinators attend regular virtual team meetings throughout the year
- SMART Reading staff are available to answer questions remotely
- Virtual Volunteer Site Coordinators have access to mentors
- Each SMART Reading site has identified site staff as a point person to work directly with the Virtual Volunteer Site Coordinator
- Virtual Volunteer Site Coordinators are encouraged to develop volunteer teams to assist them with the above responsibilities, including a Substitute Site Coordinator



- Virtual Volunteer Site Coordinators may be reimbursed for travel to trainings and meetings at the IRS Charitable Mileage Rate (if applicable)

Commitment:

- An average of two to eight hours per week, depending on the site, including oversight during all virtual reading sessions and other off-site duties throughout the program year
- Preparation for most programs begins in September; book distribution begins in mid-October and will continue through May; virtual reading sessions will start as the opportunities become available and continue through May
- SMART Reading follows the school calendars, including days off and holidays
- The large majority of programs operate during the school day
- Reading days and times vary depending on each site's schedule; in some cases, SMART Reading days can be chosen based on Virtual Volunteer Site Coordinator availability

Location of Volunteer Assignment:

SMART Reading partners with hundreds of elementary schools, preschools, and community organizations throughout Oregon. Virtual opportunities are available and accessible across the state. To learn more about volunteer opportunities, contact your local SMART Reading office. Visit www.SMARTReading.org and click "Find Your Local Office" in the upper right-hand corner.

Impacts:

- Enhance SMART Reading's ability to provide Oregon kids with access to new books to keep and opportunities for reading engagement
- Contribute to the vitality of the community by creating stronger, more confident readers today

Benefits to You:

- Research shows that volunteering supports physical and mental wellbeing
- The satisfaction of helping children and having a significant, long-term impact on their lives
- The opportunity to work with education professionals
- Volunteering in an atmosphere that is upbeat and child-guided
- The opportunity to learn new skills or enhance existing ones
- Offers a connection to the local school community and community overall
- Being part of a larger, statewide program that improves early 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
- Excellent resume building opportunity

***Learn more and express interest in volunteering at
www.SMARTReading.org***