Read With Me Volunteer Programs

Regional Volunteer Coordinator Position

The Regional Coordinator will oversee volunteer recruitment and management at 5 schools in the CVUSD & DSUSD. You will be the staff person assisting in running our program along with the Volunteer Coordinators at each of these schools.

List of Duties and Responsibilities:

- Support Volunteer Coordinators for your schools.
- Communicate with school Principal, Volunteer Coordinator and staff about volunteer needs throughout the year.
- Prepare and set up recruitment meetings either with a local church or community (country clubs) or organizations.
- Conduct new volunteer orientations and volunteer training for each school using Read With Me materials.
- Ensure that each school has all the documents that they need for the volunteer packet at the start of the school year.
- Maintain clear and constant communication with the Program Coordinator about district requirements.
- You will need to have a background check and fill out a TB questionnaire.
- Work with the Volunteer Coordinators to plan and prepare book drives and distribution dates for all the schools we serve.
- Attend coordinator meetings and annual volunteer appreciation luncheon.
- Keep clear communication with Read With Me Program Coordinator.
- Make sure that all coordinators are keeping in contact with their volunteers and that everyone has been placed with a teacher.
- Arrange periodic Zoom meetings for all volunteers at each of your schools.

QUALIFICATIONS:

- Have excellent oral and written English Language skills
- Be Proficient in Microsoft word, excel and email accounts
- Be experienced in working with senior citizen volunteers
- Be passionate about helping disadvantaged children
- Have a basic understanding of devices i.e.; iPads, iPhone, hotspots and android devices
- Maintain good records
- Must have a valid California Driver’s License
- Be able to work cooperatively with other staff
- Live in the local community.

READ WITH ME VOLUNTEER PROGRAMS IS A 501(c)(3) TAX EXEMPT ENTITY - EIN #47-1406641
This is a part time position as an employee of Read With Me. You will prepare an invoice each month of your hours to be submitted to the Executive Director for approval. This position will be labor intensive in October, November, early December, January, and February. Less intensive in March, April, May, June, July, August, and September. You will receive reimbursement for travel at .50 cents a mile and for needed supplies. You will need to fill out a I-9 and W-4 form upon hire, and you will receive a W-2 at the end of each tax year. Starting hourly is $25-30/hour.

Please submit your resume and a letter of interest to:

Dan Zimmerman, Executive Director of Read with Me Volunteer Programs, at readwithmedzimmerman@gmail.com