

AMERICORPS POSITION DESCRIPTION

NAME *South Sound Reading Foundation*
ADDRESS *305 College Street NE*
CITY STATE ZIP *Lacey, WA 98516*
Phone Number *(360) 412-4499*
Website: *readingfoundation.org/southsound/home*
Contact Person: *Jennifer W. Forster*
Phone: *360-412-4499*
jwilliamson-forster@nthurston.k12.wa.us
Site Supervisor: *(same)*

Vehicle Required: yes Xno
Driver's License Required: Xyes no
On bus route: Xyes no
Minutes from Olympia: **5-15 via bus**
Auto Insurance Required: yes Xno

TITLE: Literacy Outreach Coordinator

HOURS OF SERVICE: 9 am - 5 pm, Mon - Fri with some evening and weekend hours (40 hours total).

JOB DESCRIPTION: *Books, Children, and Community...* The Literacy Outreach Coordinator will create change and positively impact the community by working directly with children and families to promote reading and literacy. He or she will read with children and families, discuss the importance of reading, and distribute free books. He/she will also build community by working with schools, non-profits and after school programs to plan, schedule, and participate in literacy events. The Literacy Outreach Coordinator will also manage book van volunteers and book van book inventory.

SITE DESCRIPTION: The SSRF is a non-profit organization that promotes literacy and serves youth of all ages, especially those at-risk. Our mission is to promote the message, "Read 20 Minutes a Day with Your Child from Birth," with the goal of increasing school readiness, brain development, and family bonding. The SSRF staff of two plus a corps of committed volunteers works collaboratively to deliver our message and materials through a variety of programs, including the Book Van. Our office is located in the North Thurston Public Schools District Office in Lacey, a growing city near Olympia, Washington.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Operate and manage the Literacy Outreach Book Van Program
- Read with kids and work with families to promote reading
- Distribute free books and literacy resources
- Network with community members and service providers to plan events and provide services
- Manage volunteers for the book van
- Oversee book van inventory
- Participate in AmeriCorps team meetings and service projects
- Complete necessary data collection and evaluation as required by AmeriCorps and the SSRF.

REQUIRED QUALIFICATIONS:

- Interest in education, children's literature, library science or related field.
- Enjoy working with youth of all ages and ethnicities, including children in at-risk situations.
- Ability to work independently and adjust to a flexible schedule, including some evenings and weekends.
- Experienced driver with a clean driving record.
- Ability to work with others.
- Ability to use Microsoft Office products, especially Word and Excel. Publisher and Power Point a bonus.