TITLE: Literacy and Learning Engagement Coordinator

HOURS OF SERVICE: 9:00 a.m. to 5:30 p.m., M – F with evening and weekend hours, most weeks.

POSITION DESCRIPTION: Engage at-risk youth in the wonder and promise of literacy and learning as the South Sound Reading Foundation’s Literacy and Learning Engagement Coordinator. The Literacy and Learning Coordinator will provide mentoring and tutoring, after school and summer group learning and literacy engagement activities and Family Literacy and Learning Nights. The Literacy and Learning Coordinator will partner with schools, non-profits, afterschool and summer programs to reach at-risk youth and their families.

SITE DESCRIPTION: The Reading Foundation promotes literacy and learning and serves youth 0-18, especially those at-risk. Our goal is to increase the number of eager and engaged learners. The SSRF staff of two plus a corps of committed volunteers works collaboratively to deliver our message and materials through a variety of programs. Our office is located in Lacey, a growing city near Olympia, Washington. Lacey and the Olympia area have many cultural and recreation activities to offer and a reliable public transportation system.

MAJOR RESPONSIBILITIES AND RELATED TASKS:
- Serve as a reading engagement tutor for elementary school aged youth
- Develop literacy and learning engagement activities for youth in after school and summer programming
- Help develop and implement family engagement programming
- Attend and participate in weekly staff meetings
- Recruit volunteers for literacy and learning programming
- Network with community members and service providers to plan events and provide services
- Participate in AmeriCorps team meetings and service projects
- Monitor participation, complete necessary data collection, evaluation and reporting as required by AmeriCorps and The Reading Foundation

REQUIRED QUALIFICATIONS:
- Some college preferred with a focus or interest in education, library science, or related fields
- Ability to work independently and adjust to a flexible schedule, including evenings and weekends
- Experienced driver with a clean driving record
- Ability to work with others
- Applicants should have an interest in and enjoy working with at-risk youth
- Able to follow the policy of the agency related to being a drug and alcohol free zone.

All positions will abide by AmeriCorps Prohibited Activities in the YIS Service Agreement