



Contract Position  
**Reading Closet Coordinator**  
Up to 125 hrs., September 2022-June 2023  
\$20-\$22 per hour

Do you love reading and want to share this love of reading with students so they can be successful in school and beyond? The Reading Closet Coordinator will implement the Pleasure Reading Incentive and Reading Closet initiatives as part of our Reading+Mentoring 4 Success program. You will help unlock the power of reading for students through mobilizing community volunteers to make a positive difference for students, schools and everyone involved.

### **The Role**

The Pleasure Reading Incentive and Reading Closet initiatives is two components of CCEF's Reading+Mentoring 4 Success program that is working to improve student reading proficiency in our elementary schools. We want every student to love to read, no matter what they read, and we want them to have access to reading materials at-home that encourages them to read. As such, this role works with school staff to implement the pleasure reading incentive program whereby students earn reading vouchers for pleasure reading. Additionally, this role will work to prepare a wide variety of reading materials for distribution through the Reading Closet initiative. You will work closely with volunteers to prepare the materials for distribution and also to coordinate distribution events at both schools.

For the current school year, we will be conducting a full-scale pilot program at two Title 1 elementary schools within Cabarrus County Schools (CCS) to boost student reading proficiency levels. We believe community support for reading can be powerful resources for students to achieve the critical milestone of reading proficiency by the end of third grade. You will be helping set students on a course to success now and in the future.

### **About the Organization: Cabarrus County Education Foundation**

The Cabarrus County Education Foundation works to plant the seeds for our future workforce and create tomorrow's leaders. We support student achievement by funding innovative and creative learning opportunities for students, connecting our business community to transform student experiences, inspiring our educators to be their best, and building a community that supports and advocates for CCS. In our 21-year history, we have provided \$800,000+ toward student achievement. Visit [www.ccefnc.org](http://www.ccefnc.org) for more information.

### **Position Responsibilities: Key responsibilities are:**

- Implement the pleasure reading incentive initiative at two schools this year
- Work with volunteers to prepare and distribute reading materials to students
- Maintain inventory of reading materials

### **Tasks will include but are not limited to:**

- Develop system for book distribution
- Maintain inventory of books
- Coordinate volunteers to prepare books
- Lead distribution events
- Develop surveys to engage pleasure reading habits and attitudes
- Report incentive and reading closet metrics
- Recruit volunteers
- Create an environment that demonstrates our appreciation for the volunteers and their efforts

- Attend meetings as requested
- Report various operational information to Program Manager
- Partner in CCEF team in providing and receiving feedback, with the goals of aiding the organization's efforts to establish a strong, scalable program model
- Other tasks as needed

### **Position Structure**

The Reading Closet Coordinator will work up to 125 hours throughout this school year. Hours will vary week to week depending on associated tasks and events for the week. Some hours will require being onsite at a school site within a school day schedule or attending meetings. Work location and hours for off-site work is at the discretion of the contractor. In this position, you will work independently most of the time. This position may be worked along with the Onsite Program Coordinator role for the Reading+Mentoring 4 Success program, if deemed appropriate.

### **You will be successful in this role if you:**

- Have a strong belief that all students have the possibility to love reading
- Desire working with elementary-aged students
- Possess strong organizational skills and attention to detail
- Demonstrate an eagerness to train and manage volunteers
- Possess a natural ability to connect with people and strength in relationship-building skills
- Adapt to an ever-changing environment of serving in public schools, and are adaptable in both work style and work environment
- Take initiative and are a self-starter
- Are eager to build a new program
- Can problem-solve through challenges and failures
- Possess basic computer skills and/or willingness to learn programs including but not limited to: MS Office (Word, Excel, PowerPoint, Outlook, Teams), Google Office Suite, file sharing systems (Dropbox and Google Drive) and video-conferencing platforms (Zoom, MS Teams)

### **Bonus Points if you:**

- Have project management experience
- Have experience managing volunteers
- Have experience volunteering with other community-based or education programs

**To Apply:** Submit the following documents at CCEF's website using the link:

- Resume – standard format including education, work and volunteer experience
- Cover letter – standard, 1-page format explaining your interest in the role and why you believe you are a good fit

**Hiring Timeline:** The position will start as soon as qualified candidates are found and screened.

**Commitment to Diversity:** We believe that our differences make our team stronger and we also know that our students benefit from working with adults from all backgrounds. As an equal opportunity employer, Cabarrus County Education Foundation is committed to providing employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics, or any other basis prohibited by applicable law.