



Contract Position
Program Site Coordinator
August 15, 2024 – May 15, 2025
\$1500 per month

Do you believe all children need to be successful in reading and with the right support can be? We do too! As the Program Site Coordinator for the Striving Readers Mentoring initiative, you will help unlock the powerful resource of community volunteers to make a positive difference for students, schools and everyone involved. You are helping set students on a course to success now and in the future.

The Role

The Program Site Coordinator represents our organization by leading the Reading+Mentoring 4 Success program, which aims to foster a love for reading and enhance reading proficiency among elementary school students. This role is primarily responsible for ensuring the delivery of high-quality mentoring sessions and providing a positive experience for both volunteers and school staff. The Program Site Coordinator facilitates the smooth implementation of the program at the school site, streamlining communications with school staff and hosting volunteers during their campus visits. They will be present during mentoring sessions to monitor instruction, offer ongoing training, and provide real-time coaching to mentors. The coordinator will build and maintain strong relationships with students, families, mentors, and school staff. Additionally, the Program Site Coordinator will coordinate Book-a-Palooza events at the site.

About the Organization: Cabarrus County Education Foundation

The Cabarrus County Education Foundation champions our future workforce through the cultivation of vital life skills. Our programs emphasize the development of teamwork, communication, and critical thinking through hands-on learning experiences. Reading, the most fundamental skill, paves the way for students' academic and life success. Over our 21-year history, we have contributed over \$2,000,000 to support student achievement. Visit www.ccefnc.org for more information.

Position Responsibilities: Key responsibilities are:

- Oversee 30+ students' growth in reading skills and enthusiasm for academics.
- Manage 30-60 volunteers.
- Liaise with teachers, school staff and families.

Tasks will include but are not limited to:

- Become an expert on Reading+Mentoring 4 Success curriculum.
- Assist in delivering volunteer training.
- Provide ongoing support and communication to mentors.
- Design and maintain schedule of students and volunteers.
- Manage mentoring materials.
- Implement administrative procedures in support of the program.
- Communicate with school staff regarding students and schedule issues.
- Create an environment that demonstrates our appreciation for the volunteers and their efforts.
- Attend weekly team meetings.
- Report various operational information to Program Manager.
- Partner with CCEF team in providing and receiving feedback, with the goal of aiding the organization's efforts to establish a strong, scalable program model.
- Coordinate Book-a-Palooza events during the year.
- Other tasks as needed.

Position Structure

A Program Coordinator will typically work approximately 60 hours per month. Approximately 9-12 hours each week are designated for mentoring support at the school site within a school day schedule with the remaining hours per week for staff meetings and check-ins, scheduling, and communications. 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.

You will be successful in this role if you:

- Have a strong belief that all students can learn and have the potential to reach reading proficiency.
- Possess a natural ability to connect with people and strength in relationship-building skills.
- Possess strong organizational skills and attention to detail.
- Desire working with elementary-aged students.
- Demonstrate an eagerness to train and manage volunteers.
- 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 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 a current or lapsed K-5 teaching license.
- Have teaching or curriculum implementation 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 begin August 15th.

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.