

Overview: The LiteracyCorps MOVES Volunteer Coordinator will be responsible for overall volunteer management. This includes; recruitment and retention, training and coaching, events, data collection and program coordination. The MOVES Coordinator will also provide the HELPS literacy program to a minimum of 2 students each week. This position will work closely with the Executive Director to ensure efficient and effective interventions, coordination and supports are in place.

Duties:

- Work closely with HEF Executive Director to ensure coordination duties are carried out efficiently and effectively
- Become certified in the HELPS program, attend a 3-hour HELPS program training.
- Provide, with 100% fidelity, the HELPS program with students as scheduled (three times a week), 10-15 min per student for TBD number of students, for approximately 1.5 – 3 hours a session
- Oversee the MOVES Volunteer Management System for HEF, recruiting and enrolling volunteers to work with students in the schools
- Provide MOVES orientation and training in the HELPS program as requested
- Provide coaching/support to MOVES volunteers
- Develop and maintain a spreadsheet of volunteer contact information
- Develop and maintain a scheduling system of volunteers working in school or after-school sites
- Communicate regularly with volunteers to ensure needs are met and materials are in place for top quality program implementation
- Communicate regularly with volunteers to ensure they are providing program as scheduled
- Oversee the administration and collection of surveys and evaluation materials for the program
- Data entry as requested
- Communicate immediately and regularly with HEF's Executive Director on implementation challenges so solutions can be addressed as quickly as possible
- Assist with and coordinate volunteer events for HEF, including volunteer recruitment and recognition events
- Participate in professional staff development, board meetings, and other HEF opportunities to ensure high quality program delivery and organizational development.
- Perform other duties necessary for the successful operation of programs as assigned

Necessary Skills:

- Demonstrated passion and commitment to students, families and the community
- Excellent verbal and written communication skills.
- Public speaking and presentation skills.
- Ability to perform required tasks independently
- Ability to work in a team atmosphere

Required Education/Experience:

- Bachelor's degree in social work, education, literacy/communication, or related field, is preferred.

- Experience in recruiting, maintaining, and training volunteers
- Experience in working with youth in grades K – 5 in a school setting
- Valid driver’s license and insurance.
- Sensitivity to and strong concern for the needs of children, youth and their families
- Technologically proficient in all office technology systems including spread sheeting, word processing, email, social media, and Skype/Google Hangouts.

My signature confirms my agreement to the duties above.

Name

Date

Signature