



Reading Volunteer Coordinator Job Description

Term of Service is May 21, 2024 – July 27, 2024

Position Summary: Project Transformation (PT) is transforming the lives of young adults and the children they serve through programs in diverse areas. The summer collegiate experience is hands-on with young adults serving in teams and connecting children from diverse cultural, social, and economic backgrounds with adult volunteers. Reading Volunteer Coordinators (RVCs) work with the Site Coordinator to oversee the morning and afternoon reading programs at your site. They ensure volunteers are greeted, prepared, and paired with a child. RVCs help assess each child's reading level to ensure they are reading age-appropriate books; in addition, they chart and monitor children's progression throughout the summer. Young adults will serve under the supervision of the Recruitment & Connections Director and the Program Director.

Project Transformation Mission and Vision:

The mission of Project Transformation is to transform communities by engaging children, college-age young adults, and churches in purposeful relationships. We envision a world that is rooted in love, pursues the equity of all people, and amplifies God's call on every life.

Reports to: Recruitment & Connections Director & Program Director

Classification: Seasonal, 40 hours/week, non-exempt status

Job Duties:

- Under the guidance of PT Staff, plan and implement an eight-week summer day camp for children, Mondays through Thursdays from, serving approximately 30-60 children, children and youth. Daily activities include one-to-one reading, physical recreation activities, artistic enrichment, music, social-emotional skills, and other activities in which the gifts and talents of the young adults can be shared with children.
- Maintain a clean, fun, and safe program environment.
- Build relationships with site and partner churches.
- Interact positively with program participants and their parents, volunteers, and site staff.
- Coordinate and implement two community events (Family Fun Night and End of Summer Celebrations) to include participants' families, volunteers, partner and site churches.
- Organize reading folders and materials for children and ensure volunteers are filling reading materials out correctly.
- Pair reading volunteers with participants and answer any questions that arise during the Reading Buddy program.
- Input and track participant reading data into the appropriate Project Transformation spreadsheet.
- Attend and participate in all Reading Volunteer Coordinator meetings.
- Work with volunteers to facilitate two Free Book Fair events that occur during program hours.
- Participate in career/service exploration events each Friday that includes introductions to various avenues of social service opportunities through guest speakers, field trips, and interactions with community leaders.

- Live in community housing provided by Project Transformation with other young adults.

Minimum Requirements:

- Must have the legal right to work within the United States.
- Must be at least 19 years of age or must have completed at least one year of college.
- Must enjoy working with children.
- Must display leadership skills, including but not limited to communication, organization, problem-solving, dependability, commitment, and flexibility.
- Must be self-motivated and able to work effectively independently as well as with a team.
- Must be comfortable with leading and/or serving with the site team, including other young adults, site staff, volunteers, community partners, and PT staff. Must support the Mission and Core Values of Project Transformation.
- Must be available to attend training in San Antonio, Texas May 21 – May 31, 2024.
- Willingness to serve in one of PT's three geographical areas – Austin, San Antonio, or McAllen, Texas and while living in community with other young adults.

*Reasonable accommodations will be made to persons with mental or physical disabilities.

Schedule:

- Facilitating children's camp Monday-Thursday, plus one day involving an afternoon meeting until 4:30pm
- Attending one curriculum meeting weekly
- Community Dinners Sunday-Wednesday
- Friday Experiences until 1:00pm
- One hour Sunday morning worship and afternoon team and community meetings

Compensation:

- \$3,600 stipend for the summer, paid bi-weekly. Additional compensation is available for additional leadership roles.
- Housing
- Most meals during summer of service
- Training, including 9-day pre-service training
- CPR and First-Aid Certification
- PT gear and other benefits

Application Process:

Applicants apply online via <https://projecttransformation.org/rio-texas/get-involved/summer-of-service>. One professional and one personal reference that are not family are required for application completion.