

Reading Volunteer Coordinator

Term of Service: May 18, 2026 - July 25, 2026

Application Process: Applicants apply online via <https://ptnational.my.site.com/JobApplication/s/>

- Contact information for 3 professional references are required for application
- A professional resume is required. May be sent to deniff@ptriotexas.org
- Two interviews required for all potential candidates

Position Summary: Project Transformation's (PT) collegiate summer experience is a hands-on, 10-week internship meant to ignite and equip service-oriented leaders to invest in their community. Interns will strategically live and work in teams to connect with children from diverse cultural, social, and economic backgrounds. Alongside PT staff and volunteers, interns will also support participating children in reading sessions to promote their social-emotional development and love for reading. Reading Volunteer Coordinators (RVCs) are the overall point person for reading buddy volunteers and the kids. RVC's are responsible for testing / tracking reading levels of children, pairing reading buddies with children, and making our volunteers feel appreciated.

Project Transformation Rio Texas 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: Young Adult Development Director & Program Director

Classification: Seasonal, 40 hours/week

Job Duties:

- Under the guidance of PT Staff, plan and implement an 8-week, summer day camp for children, Mondays through Thursdays, serving approximately 30-60 elementary-aged children. Daily activities may include reading, literacy development, physical recreation, science projects, artistic crafts, musical enrichment, or other activities in which the gifts and talents of PT Rio's young adults can be shared with children
- Maintain a clean, fun, and safe program environment by following all Health and Safety Protocols to ensure the well-being of participants, interns, and volunteers
- Live intentionally in community housing provided by Project Transformation with other young adults
- Facilitate communication between Project Transformation staff, site church, and team of interns
- Build relationships with program participants, their parents, volunteers, and partner churches
- Welcome + Train reading buddy volunteers
- Keep track of reading data and each child's individual progress
- Submit lesson plans & data updates on time
- Ensure that appreciation/ Thank You letters are sent to volunteers throughout the summer
- Coordinate and implement 2 community events (Family Fun Night & End of Summer Celebration) to celebrate participants' families, volunteers, partner and site churches
- Participate in career/ vocational discernment service events that introduce various avenues of social justice opportunities through guest speakers and community partner visits

Minimum Requirements:

- Must support the Mission and Core Values of Project Transformation
- Must have the legal right to work in the U.S.
- Must be at least 19 years of age or must have completed at least one year of college
- Must be Respectful towards other faiths
- Must enjoy working with children & commit to helping them grow
- Must display communication, organization, problem-solving, dependability, and relationship-building skills

- Must be confident working with diverse & multi-generational populations (children, elderly, etc.)
- Must be self-motivated and able to work independently
- Able to work outdoors, under pressure, and in overstimulating environments (loud noises, hot weather, etc.)
- Must be comfortable speaking with parents/guardians, serving with young adult team, volunteers, community partners, and PT staff.
- Must be available to attend 2-weeks of training in San Antonio, Texas May 18 – May 31, 2026
- Must be willing to serve in one of PT Rio's geographical areas – San Antonio, Georgetown, McAllen, or Corpus Christi, Texas.

**Reasonable accommodations will be made to persons with disabilities.*

**Must be able to pass a criminal background check*

Preferred Qualifications:

- Previous experience working with children
- Bilingual; Spanish speaking
- Comfortable communicating with volunteers and families
- Experience with data & other programs (Canva, Excel, Zoom, Google Drive, etc.)
- Reliable vehicle is preferred

Schedule:

- Facilitate children's camp Monday-Thursday (8:15am-3:45pm)
- Attend team, & curriculum meetings as required
- Attend community dinners Monday-Wednesday (5:30-6:30pm)
- Attend weekly worship nights Tuesday (7:30pm)
- Participate in Friday Experiences
- Attend Sunday morning worship and evening community meetings

Compensation:

- \$3,800 summer stipend, paid semi-monthly
- Room & Board
- Community Meal Stipend
- CPR and First-Aid Certification
- Conferences/ Travel
- PT gear
- Professional & Social Experiential Learning Opportunities



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