

## Reading Legacies Youth Readers Site Coordinator Program Description

The Youth Readers Site Coordinator is a flexible, one-year commitment to providing leadership to Reading Legacies Youth Readers as they participate in the Reading Legacies program in their community for one semester. They act as the Reading Legacies representatives, collaborating with the high school, childcare center, and the Reading Legacies office. They also act as role models to the students, providing advice and support. The time commitment for the Youth Readers Site Coordinator is flexible — most locations will be a commitment of 1 hour per week for the beginning of the semester, and then 1 hour every other week for the remainder of the semester. (Some childcare centers may require a Site Coordinator to be present every week for the entirety of the semester, please contact Reading Legacies staff for more information regarding specific locations.)

### Volunteer Responsibilities and Expectations

- Setup and Communication: With Reading Legacies' staff guidance, liaison with the key teachers (if applicable), directors, principals, and/or librarians from the high school, childcare center and/or local library.
- Recruitment: Participate in arrangements and leadership of both the Youth Reader orientation and training session for the Youth Readers. (Staff support and manual will be provided.)
- Monitor the weekly readings:
  - Hold the students accountable. Call or e-mail regularly to ensure that the students are following through with their commitment.
  - Use of Library: Encourage the students to check out books several times throughout their semester commitment. Remind them to reference their Youth Readers Manual for a list of recommended books.
  - Remind Youth Readers to track their hours on their time sheet that is given to them during their training.
- Sign off on student's time sheets every two weeks
- Recognition Celebration: Participate in the Recognition Celebration at the end of the semester. Remind all Youth Readers to complete surveys for the semester.

**Please update your Reading Legacies staff regularly, we are here for you at all times!**



Reading Legacies is a nonprofit 501(c)(3) public-benefit organization whose mission is based on our core value that intergenerational shared reading experiences provide a unique opportunity to empower children and youth as valued family and community members—a critically important priority for the future of our country. Our strategies to fulfill our mission and vision for children and youth are by facilitating meaningful “community connections” and “family connections” for them.