



EVERYBODY WINS! USA with AmeriCorps Member Position Description 2008-2009 Volunteer Outreach Coordinator

EVERYBODY WINS! USA is a national literacy and mentoring organization that strives to build the skills and love of reading among low-income elementary students. By bringing volunteer mentors into schools for weekly one-on-one reading experiences, EVERYBODY WINS! increases their opportunities for success, both academically and in life. *Everybody wins*—children, schools, volunteers, their communities and ultimately, society.

POWER LUNCH is our signature program. Once a week on their lunch breaks, adult volunteers travel to a nearby low-income elementary school for an hour of one-on-one reading with a student. By reading aloud to each other—the single most important activity for creating successful readers—Power Lunch reading pairs promote both reading skills and enjoyment. The program’s simple equation—one mentor, one child, one book at a time—produces powerful results.

EVERYBODY WINS! currently reaches more than 9,200 low-income children in 16 states and Washington, D.C. But there is more to be done to bridge the literacy gap. Across the country, thousands of students are waitlisted for reading mentors. With the launch of the “Eliminate the Wait” campaign, EVERYBODY WINS! USA has set a goal to serve 5,000 additional children nationwide in three years. In 08-09, this requires mobilizing 2,000 new volunteers. To achieve this goal, EVERYBODY WINS! USA is seeking service-oriented candidates to serve as **EVERYBODY WINS! Volunteer Outreach Coordinators** at its affiliate offices in the following cities:

**Atlanta, GA
Boston, MA
Chicago, IL
Des Moines, IA
Hartford, CT
Los Angeles, CA
Miami, FL
Montpellier, VT
New York, NY
Pittsburgh, PA
Washington, DC**

GENERAL POSITION DESCRIPTION

EVERYBODY WINS! USA is seeking Volunteer Outreach Coordinators with outstanding communication and organizational skills to help recruit, train and support Power Lunch volunteers. The Volunteer Outreach Coordinator will serve for one year as an AmeriCorps member, reporting to the EW! affiliate AmeriCorps Site Supervisor and/or Executive Director. *Applicants do NOT need to be existing AmeriCorps members.*

Responsibilities include:

- Research, recruit and screen groups of new Power Lunch volunteers via strategic partnerships with community groups, universities, government, faith-based organizations, companies, etc. This includes attending monthly community meetings for mentor recruitment.
- Conduct orientation and training sessions for new volunteer reading mentors
- Implement and coordinate literacy mentoring (Power Lunch) programs

- Supervise programs onsite at elementary schools
- Provide ongoing volunteer support with book ideas, read-aloud techniques and guidelines for effectively working with students
- Promote volunteer retention through appreciation activities
- Ensure accurate database records of volunteers and students
- Collect program evaluation data
- Meet regularly with Site Supervisor regarding program growth and maintenance
- Serve as Power Lunch volunteer reading mentor

PLEASE NOTE: Access to a car is needed, except in NY. Service responsibilities may vary slightly by city.

POSITION TYPE:

Full-time (1700 hours)

12 months (August, 2008 – August, 2009)

QUALIFICATIONS:

EVERYBODY WINS! USA is seeking high-energy individuals who are mission-driven, skilled at volunteer management and customer service and excited about working in a fast-paced, non-profit environment.

Requirements include:

- Minimum 2 years of college experience
- Interest in children’s literacy
- Comfort speaking in front of groups
- Ability to plan, prioritize and coordinate multiple projects simultaneously
- Excellent interpersonal and written communication skills
- Microsoft Office skills
- Access to car (except in NY)
- Documentation of status as U.S. citizen, national or lawful permanent resident alien
- Must pass criminal background check

Preference will be given to applicants with:

- Bachelor's degree, preferably in a related field
- Volunteer program experience
- Project management experience
- Elementary education or literacy background

COMPENSATION

- Living allowance of \$18,000
- AmeriCorps education award of \$4,725 upon completion of the service year
- Medical/dental insurance
- 13 days off for federal holidays/sick leave/vacation

TO APPLY

Send resume and cover letter specifying your preferred city to James Waller at jwaller@everybodywins.org.