

THE MONDAY CLUB

Raising a Reader Coordinator - Job Description

JOB SUMMARY:

Responsible for initiating and coordinating reading and assistance in preschool Raising a Reader classrooms in order to help further develop the educational experience for children within the community. To lead the selection, development and organization of fundraising projects and distribute donations and books accordingly.

PRIMARY RESPONSIBILITIES:

Provide volunteers with information about schools, classrooms and contacts for the schools participating in Raising a Reader (RAR) programs.

Help to identify sites where volunteers are needed.

Organize monthly meetings for the RAR Committee volunteers. Lead meeting discussions about hours worked, fundraisers, site activities, and support opportunities for monies raised.

Provide information about the RAR program and activities to the general membership through announcements made during the general monthly meetings and through The Monday Club newsletter.

Act as liaison for The Monday Club board. Present and request approvals at the board meetings for RAR activities and proposals.

Act as liaison between The Monday Club and the Community Foundation of San Luis Obispo.

Select, arrange and organize fundraisers for the RAR program.

Purchase, arrange and organize the presentation of books to the graduating children within classrooms where The Monday Club volunteers work.

Arrange and organize the presentation of monies donated to the community RAR organization.

Coordinate with the Publicity Chairman for any RAR public announcements and photographs.

RAISING A READER PRIMARY OBJECTIVES:

Raising money to be used to enhance our community's development and our children's education. To Support the Raising a Reader Program being funded through the Community Foundation of San Luis Obispo. Our efforts and contributions are made through hours worked and through monies raised and committed to the program.