



**Assistant Program Coordinator  
Read to a Child Program  
Boston, MA**

**Maurice J. Tobin K-8 School, 40 Smith St., Roxbury Crossing MA 02120**

Read to a Child's Read Aloud Mentoring Program pairs a volunteer mentor with an elementary school student for a rewarding weekly read aloud experience either during the child's lunch or other non-instructional time.

The Assistant Coordinator is responsible for working in conjunction with the Lead Coordinator, ensuring that volunteer mentors, students, and school staff have a positive and meaningful experience. Depending on the needs of the school, coordination of the Read Aloud Mentoring Program may be conducted in-person, virtually, or a combination thereof. Specifically, s/he will assist the Coordinator with the following:

- Ensure that the program starts smoothly, including solicitation of teacher referrals, student permission, re-matching or matching pairs, and other start-up tasks
- Notify students, teachers and potentially parents/guardians of volunteer mentor cancellations or schedule changes
- Communicate regularly with the Lead Coordinator, including weekly updates
- Facilitate and monitor reading sessions to ensure smooth operation of the program
- Assist the Lead Coordinator with mentor communications and updates
- Support mentors with book choice and student engagement
- Ensure that state and school guidelines for hygiene and safety are followed carefully and that rooms are left clean and orderly
- In collaboration with the Lead Coordinator, plan and implement year-end celebration (in person or adapted for virtual setting), as applicable
- Attend Program Coordinator staff meetings, at the Wellesley office or virtually, 4-5 times a year
- Facilitate other activities or tasks as requested
- Substitute for the Lead Coordinator as needed

**Qualifications:** Communicates well in person, on the telephone & via email. 2. Experience working with children. 3. Very organized, able to prioritize and multi-task. 4. Enthusiastic about children's books, willingness to become familiar with the Read to a Child book collection. 5. Comfortable working with email, Word, Excel, and some data entry. 6. Comfortable working with and hosting group video conference platforms. 7. Professional, positive, self-directed approach

**Hours:** Three to four days a week, approximately 10:30 a.m. to 2:30 p.m. Oct. through June. Flexibility required. Also availability outside of these times for data entry, communications, and meetings as needed. 12-15 hours per week. Start October, 2021.

**Hourly Rate:** \$15.00 per hour and countless non-monetary rewards

**To Apply: Send resume & cover letter outlining your suitability to the tasks and schedule outlined above to: [heidi.sampson@readtoachild.org](mailto:heidi.sampson@readtoachild.org) NOTE: Your application will not be considered without a cover letter.**