



Better Basics Job Description

Enrichment Coordinator (Seasonal)

Position Objective

The Enrichment Coordinator is responsible for ensuring successful implementation of Better Basics' Enrichment programs (MORE, Ready2Read and Wise Words) by coordinating volunteers, maintaining positive relationships with schools, managing inventory and encouraging student participation.

Qualifications and Requirements

- High school diploma required, bachelor's degree preferred
- Excellent written and verbal communication skills
- Teaching experience preferred
- Must be excellent at reading aloud
- Outstanding interpersonal skills and the ability to relate well to diverse individuals
- Proficient use of technology, including email, Word and Excel
- Aptitude for managing multiple projects simultaneously
- Exceptional organizational skills
- Ability to lift and transport up to 50 lbs.
- Must have reliable transportation and be able to drive on the interstate

Responsibilities

- Supervises the MORE, Ready2Read and Wise Words program activities at assigned schools
- Develops and maintains relationships with all volunteers
- Works with Enrichment Director to plan and implement volunteer training and to prepare training materials
- Communicates regularly with volunteers, classroom teachers and school staff
- Organizes and maintains volunteer data necessary for reporting
- Regularly communicates with volunteers to encourage best practice and to ensure successful implementation of the programs
- Assists with delivery of program libraries and program introduction in participating classrooms
- Assists with retrieval of program libraries in participating classrooms
- Visits schools regularly to assess the needs of the administration and classroom teachers
- Develops and maintains positive relationships with campus partners, including classroom teachers, reading coaches, principals, etc.
- Fills in for absent volunteers, when necessary, by assuming the weekly responsibilities for that classroom
- Assists in end-of year processes and activities including banquet preparation and year-end data collection
- Actively contributes to a positive team dynamic through participation in regular meetings and coordination of responsibilities
- Assists with other duties and enrichment programs as requested by Enrichment Director

BY SIGNING BELOW, YOU STATE THAT YOU HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION AND HAVE RECEIVED A COPY OF SAME.

EMPLOYEE SIGNATURE

DATE