

Position Title: Reading Pals Program Manager

Department: Success By 6	FLSA Classification: Non-Exempt/Hourly
Location: UWCF	EEO Classification: Professional
Supervisor: Success By 6 Program Manager	Status: Full Time

Summary: Responsible for managing all aspects of the ReadingPals program including planning, coordination, development, implementation and overall leadership, vision and focus of the ReadingPals initiative

Essential Duties and Responsibilities:

- Recruit volunteers; prepare materials and lead volunteer trainings
- Liaison with the schools to set up programming opportunities and to procure agreements and commitments for the school year
- Work with schools to create a positive environment for volunteers; conduct ReadingPals orientations, trainings, and debriefs for school staff
- Collect, manage, and report on attendance and recruitment
- Coordinate mid-year training and end-of-year appreciation events; purchase, prepare and deliver volunteer/staff appreciation gifts
- Complete RFP, annual/monthly (and other) reports as required by The Children’s Movement of Florida
- Overall responsibility for the ReadingPals annual budget; forecasting expenditures
- Oversee daily operations including, but not limited to, attendance; correspondence with school staff and volunteers; etc.
- Develop and disseminate weekly newsletters
- Collect, input, and collate DIME data for reporting purposes
- Maintain ReadingPals kit boxes, supplies and records, and coordinate yearly delivery/pick up
- Order books for kit boxes and yearly giveaways, and coordinate book bundling and deliveries
- Conduct community presentations for recruitment and awareness
- Prepare Board reports and provide information to UWCF staff as needed
- Participate in trainings or associations related to literacy and/or education
- Participate in ongoing UWCF meetings and activities
- Other related duties deemed necessary to accomplish the goals of the initiative

Education/Training/Experience:

AA degree required; BS degree preferred. 5 years of experience with office and project management, data collection, public speaking/presentations; organizational skills a priority

Minimum Skills: Proficient in data base management, Word, Excel; strong interpersonal, and communication skills

Physical Demands:

Moderate physical activity performing somewhat strenuous daily activities of a primarily administrative nature. Includes sitting and/or standing for extended periods of time with the ability to lift up to 25 lbs.

Manual dexterity sufficient to reach/handle items, works with the fingers and perceives attributes of objects and materials.

Travel Demands: Must have reliable transportation and ability to travel to worksites and community-based meetings and events.

Disaster Response: Every United Way of Central Florida employee is a disaster response worker and is expected to work any time when the Polk County Emergency Support Function (ESF) is activated. It is expected that all employees will work in their disaster response roles as assigned after they have assessed the welfare of their families and the safety of their own surroundings.

