

<b>Job Title:</b>	<b>Reading Room Coordinator</b>	<b>Job Category:</b>	Support Staff-Coordinator
<b>Department/Group:</b>	Reading Room	<b>Clean DMV Required</b>	Yes
<b>Location:</b>	1903 N. 2 <sup>nd</sup> Street Flagstaff, AZ 86004	<b>Travel Required:</b>	In town
<b>Level/Salary Range:</b>	\$40,000-\$55,000 DOE	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Executive Director	<b>Date posted:</b>	N/A
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	N/A
<b>External posting URL:</b>	N/A		
<b>Internal posting URL:</b>	N/A		
<b>Applications Accepted By:</b>			
<b>E-MAIL:</b>  jb@hotfood.org Subject Line: Volunteer Coordinator <b>Attention:</b> JB DeWitt		<b>MAIL: EXECUTIVE DIRECTOR</b>  Flagstaff Family Food Center: Food Bank and Kitchen P O Box P Flagstaff, AZ 86002	
<b>Job Description</b>			
<p><b>JOB DESCRIPTION</b></p> <p>Provide a safe environment for learning, literacy development, and homework assistance through programming that supports children and youth utilizing the Flagstaff Family Food Center. Mentor children and youth. Assist families in identifying community services and create reports based on those needs. Plan, organize and implement various special events throughout the year at the Flagstaff Family Food Center 2<sup>nd</sup> Street location and the surrounding neighborhoods.</p> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <p>This position requires a bachelor’s degree or 3-5 years of related experience. Demonstrated ability to manage a large number of people and events. Strong organizational skills and the ability to handle multiple projects, with high attention to detail. A self-starter with the proven ability to work independently, yet capable of knowing when to seek support. Exceptional verbal and written communication skills. Excellent interpersonal skills and the ability to build strong, professional relationships with clients, peers, and volunteers from diverse backgrounds and ages. Compassionate and sensitive to the needs of our clients, and able to treat everyone—regardless of their background—with dignity and respect. Experience with community outreach and engagement. Ability to work some evenings and weekends. Note: The workday includes required time in the Reading Room prior to and during the evening meal Mondays through Fridays (3:00 p.m. to 5:30 p.m.).</p> <p><b>PREFERRED SKILLS</b></p> <ul style="list-style-type: none"> <li>● Volunteer recruitment and engagement.</li> <li>● Management and/or teamwork experience.</li> </ul>			

- Exceptional verbal and written communication skills.
- Event management experience, including planning, coordination, and evaluation.
- Data analysis, program evaluation, and reporting.
- Proficiency in standard office software and devices.
- Teaching experience and/or training in literacy development is a plus.

**KEY RESPONSIBILITIES**

- 1) Support children who come into the Reading Room with reading and homework.
- 2) Collaborate with Development, Marketing, other staff, and the Volunteer Coordinator to recruit, train and oversee the work of Reading Room volunteers.
- 3) Solicit and organize donations to the Reading Room (i.e., children’s and teens books, treasure box prizes, toys, and supplies) by maintaining relationships with established donors and seeking new donors.
- 4) Ensure donors receive written thank you letters or emails.
- 5) Track donations and services of the Reading Room for reporting purposes including accomplishments, number of volunteers & volunteer hours, types & quantities of donations & services, number of children/youth participating including total time of engagement.
- 6) Regularly survey children/youth and their families (informally or formally) at the Reading Room, mobile distribution centers, and other FFFC events to determine needs and satisfaction levels with services. This will include the services of the Flagstaff Family Food Center and Reading Room as well as overall food security, social services, health needs and education/literacy services throughout the community.
- 7) Actively participate and interact with children and youth by reading to and with children, assisting with homework or other learning needs, making simple crafts, playing games, distributing clothing, diapers, toys, stuffed animals, awarding prizes, etc.
- 8) Plan, organize and implement special activities for children and families such as those focused on holidays, reading events, sports activities, summer programming, etc.
- 9) Research additional family-focused activities, plan and implement collaborative partnerships when appropriate to expand services to families served by the FFFC.
- 10) Expand the book distribution services of the FFFC through other locations outside the Reading Room, such as with mini-libraries or “pop-up” libraries, in order to get more books into the homes of children and youth.
- 11) Maintain a clean, safe, and inviting space within the Reading Room, including:
  - (a) sorting and displaying books, (b) cleaning and organizing cabinets, shelves and tables, (c) cleaning floors, (d) regularly washing pillows, pillowcases, stuffed animals, etc.
- 12) Report suspected child abuse or neglect, as required by Arizona State Law, to the Department of Child Safety at the Arizona Child Abuse Hotline 1-888-SOS-CHILD [1-888-767-2445]. Immediately notify the Executive Director of the Flagstaff Family Food Center as well as, if applicable, the administrator of the child’s school.
- 13) Serve as an agency ambassador to donors, volunteers, clients, and the community of Flagstaff. At all times provide a favorable image of the organization to promote our mission.
- 14) Other duties as assigned to complete our mission.

Reviewed By:	JB DeWitt	Date:	December 30, 2021
Approved By:	JB DeWitt	Date:	December 30, 2021
Last Updated By:	S. Johnson	Date:	December 29, 2021