



Down Syndrome Achievement Centers
educate. inspire. believe.

Cleveland, OH

Literacy Coordinator Position Description

Founded in 2003, GiGi's Playhouse's mission is to increase positive awareness of Down syndrome through national campaigns, educational programs, and by empowering individuals with Down syndrome, their families and the community. All Programs are free and are educational and/or therapeutic in nature. Each program is designed to work on specific skill development, such as speech and language, literacy, socialization or fine/ gross motor skills.

Responsibilities:

The Literacy Coordinator is the key volunteer supporting and overseeing the GiGi's Playhouse Literacy Tutoring Program. The Literacy Coordinator works collaboratively with the Site Coordinator and team of Literacy Volunteers to provide a high quality, outcome-driven Literacy Tutoring Program according to the program model developed by GiGi's Playhouse, Inc. This volunteer position requires a commitment of 5-12 hours per week, but may be shared by two volunteers.

- Participates in monthly Literacy Tutoring Program conference calls with GiGi's Playhouse, Inc. and relays information on program development/ enhancements to the team of Literacy Volunteers at the Playhouse
- Oversees the program planning timeline to ensure deadlines and target dates are met
- Facilitates the registration process using online registration tools in Donor Perfect database, responds to all incoming inquiries and requests for program registration
- Responsible for scheduling and matching tutors with students, as well as communicating the schedule to all involved
- Communicates with parents to collect family pictures and assists in making the family unit books for all new students
- Maintains Literacy Program information in Donor Perfect database, including entering tutoring schedule, attendance, notes from tutors regarding tutoring sessions activities and assessments
- Responsible for maintaining the Playhouse's literacy library and resources, and coordination of Bookmaking Volunteers, communicates with Literacy Tutors regarding books and supplies
- Supports Literacy Trainers, Literacy Tutors and Volunteers in their role with the Literacy Program

- Coordinates, schedules and attends Literacy Tutor Trainings before each session and provides on-going training as needed
- Responds to Literacy phone calls, emails and inquiries in a timely and professional manner
- Communicates with Site Coordinator and Program Committee to ensure successful program delivery

Experience/ Qualifications:

The Literacy Coordinator role is largely administrative and requires a Volunteer with the following skill set:

- Moderate knowledge of computers and data entry with experience using Microsoft Office suite of programs, especially Publisher, Excel, Outlook and PowerPoint
- Excellent communication skills, positivity and enthusiasm for GiGi's Playhouse
- Previous Volunteer coordination/ leadership role