



GiGi's At Home Literacy Co-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. GiGi's At Home is a virtual playhouse providing programs to individuals with Down syndrome and their families when they do not have access to a local playhouse.

The GiGi's At Home Literacy Co-Coordinator is a key volunteer supporting and overseeing the GiGi's At Home Virtual 1:1 Literacy Tutoring Program. The GiGi's At Home Literacy Co-Coordinator works collaboratively with the National Education Manager and team of Literacy Volunteers to provide a high quality, outcome-driven virtual 1:1 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 that will be shared by the Literacy Co-Coordinator and other volunteers. Below is the total list of responsibilities that the Co-Coordinator will manage together.

Responsibilities:

- Support Literacy Tutors and other Volunteers in their role with the Literacy Program
- Participate in monthly National Program conference calls with GiGi's Playhouse, Inc.
- Attend the National Virtual Literacy Coordinator Meeting before each session
- Check the Literacy Tutoring Yammer page regularly for updates and share any reflections or questions for the network on this platform.
- Oversee the program planning timeline to ensure deadlines and target dates are met.
- Monitor GiGi's At Home Literacy Team channels
 - Update the Tutor channel each session with new passwords and activity information.
 - Ensure the tutors have access to training, resources and their student channels.
 - Update or Create Student channels with resources and ensure students/families can access Teams
- Facilitate the application process in collaboration with National Education Manager. Use online registration tools, respond to all incoming inquiries and requests for program registration.
- Match tutors with students based on availabilities and preferences
- Email each student/tutor pair to introduce them and provide scheduled times and other information.
- Ensure 3-Part Training complete for all tutors:
 - Assign in GiGi's Training Website – add to teams and ensure they are updated in Salesforce
 - Invite to attend National Tutor Training, send link to all who could not attend

- Meet with each tutor individually to ensure they are able to create purposeful lesson plans for their student
- Support Tutor Trainers/leaders during training process if applicable.
- Ensure all necessary materials are mailed to the families during first week of each session
- Collaborate with National Education Manager to ensure all Literacy Program information in Salesforce is complete and correct:
 - Tutor-Student matching function
 - Attendance
 - End-of-session progress tracking
- Maintain the Literacy resources and communicate with Literacy Tutors regarding supply requests.
- Occasionally check tutor lesson plans and Progress Trackers and ensure that they are utilizing materials and curriculum to GiGi's standards of excellence.
- Respond to phone calls, emails and inquiries in a timely and professional manner
- Communicate with the National Education Manager to ensure successful program delivery
- Collect impact stories throughout each session
- This program is 100% virtual.

Experience/ Qualifications:

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