



Literacy Coordination Team

Roles & Responsibilities

Literacy Coordinator

- Key volunteer overseeing the Literacy Tutoring Program
- Works collaboratively with staff and other key volunteers on the Coordination Team
- Ensures all tasks completed every session
- Participates in monthly National Program conference calls
- Participates in National Coordinator meetings 6 weeks before each session starts
- Responsible for all other roles if they are not staffed

Books and Materials

- Create books and materials as needed
- Follow process set up by Literacy Coordinator to fulfill tutor requests in a timely manner
- Maintain the Playhouse's literacy resources as directed by the Literacy Coordinator

Admin

- Set up and maintain Literacy Team in Microsoft Teams
- Respond to phone calls and email inquiries
- Matching tutors and participants and communicating the schedule to all involved
- Collaborate with staff with Salesforce access to ensure all information is in Salesforce
- Monitor Teams channels to ensure progress trackers are being updated
- Review attendance logs
- Create End of Session Celebration Certificates

Tutor Trainer

- Ensure tutors have access to the Tutor Training videos in the GiGi's Training Site
- Coordinate, schedule and facilitate the On-Site Workshop trainings
- Assist with Meet and Greet at beginning of session
- Ongoing training and support for tutors throughout the session
- Occasionally check tutor progress trackers and ensure they are utilizing materials and curriculum to GiGi's Standards of Excellence

