



Job Title: Reading Seed Data Assistant
Reports To: Reading Seed Volunteer Manager and Trainer
Status: Volunteer

POSITION SUMMARY

The Reading Seed Data Assistant is primarily responsible for reviewing data entered by volunteer reading coaches on a monthly basis in order to flag important information as well as tracking volunteer participation.

ESSENTIAL FUNCTIONS

- Work with the Volunteer Manager and Trainer to understand the information needed from volunteers each month and develop reporting style
- Analyze the Reading Seed Coaching Logs to identify patterns and trends, areas of need, and positive stories that can be used for marketing purposes
- Track monthly participation
- Compile total volunteer hours and free books given to students, monthly
- Compile information into a report for the Volunteer Manager and Trainer to address; compiled data summaries may also be used to present information to volunteers through newsletters or the website.

QUALIFICATIONS

- Prior attendance at Literacy Connects Info Session
- Reliable and open-minded
- Experience reviewing and analyzing data on spreadsheets
- Experience using Excel or Google Sheets
- Ability to maintain confidentiality with sensitive information
- Proven ability to create reports using Microsoft Word or Excel
- Knowledge of the foundations of the Reading Seed program; knowledge of literacy development a plus
- Background in or experience working with children in a one-to-one tutor setting
- Be at least 18 years old with a GED or HS diploma

Hours: Flexible

Interested? Attend a Literacy Connects Info Session: <http://literacyconnects.org/volunteering/>
Still have questions? Contact Jessica Dennes at jdennes@literacyconnects.org