



Job Title: Reading Seed Preparation Assistant
Reports to: Volunteer Manager and Trainer
Status: Volunteer

POSITION SUMMARY

The Reading Seed Preparation Assistant will provide support to Reading Seed staff to prepare for large trainings during the fall semester.

ESSENTIAL FUNCTIONS

- Create and assemble name badges for new Reading Seed Coaches (twice per month)
- Assemble New Coach Training packages
- Prepare materials for Reading Seed Kick Offs
- Coordinate with Volunteer Manager and Trainer to determine dates and times of service
- Assist in setting up the meeting rooms as needed

QUALIFICATIONS

- Prior attendance at a Literacy Connects Info Session
- Excellent written and verbal communication skills
- Excellent typing skills
- Ability to use Microsoft Word independently
- Ability to take direction and work independently
- Be at least 18 years old with GED or HS diploma

Hours: 2-4 hours per month

Interested? Attend a Literacy Connects Info Session: <http://literacyconnects.org/volunteering/> and contact Jessica Dennes at (520) 882-8006 or email at JDennes@literacyconnects.org

Website: www.literacyconnects.org