



United Way
of North Central Florida

ReadingPals

Internship



Site Coordinator

The ReadingPals is a community of readers that spend time with children. We train volunteers to tutor 1st-3rd grade students struggling in reading while empowering them to be unforgettable mentors. By transforming a child's experience with books, we produce readers.

ReadingPals is searching for reliable interns to assist with coordinating volunteers for ReadingPals. Interns will be trained to manage program sites as well as volunteers, and other leadership tasks. This opportunity is ideal for students with a background of study in Family, Youth, and Community Sciences, Education, Psychology, or have an interest in working with children, volunteering and non-profit program management.

"My favorite memory [from my internship] is forming relationships with the kids. They all knew who I was and looked forward to seeing me each day. Kids are a strong passion of mine and helping them gain confidence and the skills they need to succeed in their reading only emphasizes the need for the program and how great it is."

– Former ReadingPals intern, FYCS Major

Requirements:

- Commitment is for one full Fall and or Spring semester (September-Dec, January-May)
- Must provide own transportation (or use public transportation)
- Must have a willingness to learn
- Friendly and professional attitude
- Able to solve problems in a fast-paced setting
- Able to provide courteous advice and service to volunteers and site staff
- Excellent time management skills
- Excellent organizational skills

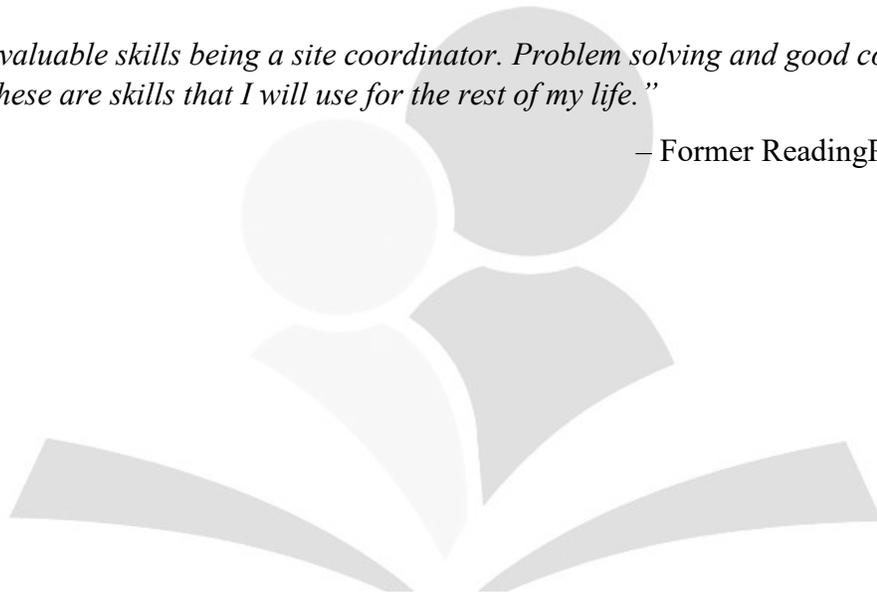
Responsibilities:

- Manage one ReadingPals site for about 10-15 hours per week (to be determined and agreed upon based on the needs of the program and the intern's availability)
- Gathering students each day for volunteers
- Tracking volunteer hours daily and keeping records organized
- Tracking book inventory
- Working with the after-school care coordinator at site to identify potential children to enroll, solving problems as they arise, and communicating with parents
- Providing organized reading materials to volunteers by maintaining an orderly supply cart
- Assisting with volunteer appreciation events and student incentives

- Administering volunteer surveys
- Solving problems as they arise in the volunteer/child match
- Maintaining an up-to-date volunteer schedule and an accurate list of participating children
- Updating ReadingPals Coordinator and volunteers about upcoming events/activities that may interfere with ReadingPals
- Addressing concerns or questions as they arise from volunteers
- Weekly communication with ReadingPals Coordinator regarding questions and concerns as they arise
- Ensure all volunteers are following all school and program rules
- Updating ReadingPals Coordinator on any materials or supplies that need to be added
- Open to doing additional tasks as needed, if available

“I gained valuable skills being a site coordinator. Problem solving and good communication were important. These are skills that I will use for the rest of my life.”

– Former ReadingPals intern, FYCS Major



To apply, send resume/CV and cover letter to:

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