



Site Coordinator Roles & Responsibilities

ROLE DESCRIPTION

TIME COMMITMENT

1-4 hours per month

SUMMARY OF THE POSITION

The Reach Out and Read Site Coordinator is responsible for the operational aspects of running the Reach Out and Read program. Site Coordinators serve as primary contact between the clinic and Reach Out and Read Colorado.

WORKS IN CONJUNCTION WITH

Reach Out and Read Colorado Staff

DUTIES & RESPONSIBILITIES

- Keeps Reach Out and Read Colorado informed by serving as main contact between clinic and Reach Out and Read Colorado staff.
- Orders, sorts, tracks and stocks books.
- Develops and maintains book inventory system.
- Posts Reach Out and Read Colorado material throughout clinic.
- Completes Reach Out and Read progress reports every six months.
- Participates in annual site visit with Reach Out and Read Colorado staff.
- Solicits and maintains collection of gently used books.
- Assists site's Reach Out and Read Medical Champion in serving as program cheerleader.
- Notifies Reach Out and Read Colorado of staff changes (site coordinator or medical champion).
- Identifies new staff for position.
- Trains new staff to Reach Out and Read Site Coordinator position with assistance from Reach Out and Read Colorado Regional Coordinator.
- Ensures that at minimum 75% of medical providers are trained via the online training at myROR.org.

SKILLS & QUALIFICATIONS

- Familiarity with the clinic, the staff, and the patient population
- Organized with good time management
- Ability to PDSA (Plan, Do, Study, Act) new ideas
- Interest in children's books a plus!

TRAINING

- Review Reach Out and Read Colorado Site Coordinator Manual.
- Attend Reach Out and Read Colorado's statewide meetings.
- Technical training from Reach Out and Read Colorado staff as needed.

BENEFITS

- Bring the love, joy, and fun of books to children.
- Develop positive relationships with children and families around books.
- Can gain experience in program management, book drives, and budgeting.

