



United Way
of Kershaw County

United Way of Kershaw County

Job Description for Ready Readers Program Director

Job Summary:

The **Ready Readers Program**, a signature initiative of United Way of the Kershaw County, supplements and enhances shared reading experiences to ignite a love of reading for elementary students.

The Ready Readers Program Director provides support and supervision to the AmeriCorps members and volunteers. The director is also responsible for maintaining a good working relationship with the Kershaw County School District.

Accountable to: The UWKC Vice President for Resource Development

Classification: Full time, grant dependent, exempt:

In compliance with the Fair Labor Standards Act, this position is classified as an exempt position and the employee is not eligible for overtime. Some evening and weekend hours may be required.

Works in Conjunction with: The VP For Resource Development, the United Way President, the State of South Carolina Service Commission office, and the Kershaw County School District.

Key Function/Purpose of Position:

The AmeriCorps Program Director is responsible for the full implementation of the Ready Readers AmeriCorps program grant requirements.

Duties include, but are not limited to, the recruitment, support and training of AmeriCorps Members, tutors, and guest readers, building and maintaining relationships with school leadership, directing the AmeriCorps Ready Readers program to implement strategic growth plans of program as directed and overseeing the day-to-day operations of the program.

The director will understand and adhere to education practices of the Kershaw County School District.

The position will supervise up to twenty AmeriCorps Members to support program implementation. The Director will learn all aspects of AmeriCorps rules and regulations and will take ownership of the administrative aspects of the AmeriCorps grant along with the VP of Resource Development. Engagement with current and potential AmeriCorps Members, Community Volunteer Tutors, and community partners on an on-going basis, as well as consistent communication with South Carolina Service Commission staff is essential. The director is also responsible for a program sustainability plan (along with program staff)

Responsibilities:

Core AmeriCorps program management duties include, but not limited to, the following:

1. Fully implement the AmeriCorps program as proposed and approved by the South Carolina Commission for National and Community Service (SC Commission) in the AmeriCorps grant application and negotiation process.
2. Recruit, enroll, train, and supervise AmeriCorps members and volunteers per the approved grant application.
3. Complete member service agreements at the start of the term of service, monitor member progress towards meeting goals, and monitor member service hours weekly.
4. Conduct program evaluation of members and sites and use the information to continuously improve the program.
5. Train members and foster spirit of teamwork and partnership between the program and service sites.
6. Manage the tracking of student enrollment, schedules, and tutoring hours to ensure members reach required hours of service. Student improvement will be measured by the KCSD and reported to United Way and SC Commission staff as required.
7. Develop lessons plans for student groups as needed in coordination with school Literacy Coaches.
8. Follow all state and federal fiscal policies related to federal grant management, participate in on-site visits and program interviews as part of the SC Commission's annual monitoring plan, and submit quarterly narrative and fiscal reports to the SC Commission.
9. Attend monthly program director meetings convened by the SC Commission; and

10.Travel to regional and national trainings as required.

Primary Characteristics:

- Should have a bachelor’s degree or higher or related work experience.
- Embrace the United Way of Kershaw County mission and vision and always represent the United Way in a positive light
- Must be proficient with Microsoft Office tools
- Must have a heart for education
- Must be a self-starter
- Must be a team player
- Must possess the ability to speak in front of large and small gatherings
- Must have the ability to adjust and adapt to changing surroundings
- Must be an effective communicator
- Must be able to pass the required background screening

MISCELLANEOUS:

Other duties include:

- Assisting in securing and implementing grant funded programs/activities that support the above functions and duties
- Other duties as assigned by the United Way staff
- Representing the United Way of KC at various functions and activities
- As a team member you may be required to greet visitors to our offices and answer phone calls
- Our normal workday is 8:00 am-4:00pm with an hour lunch, however you may be required to occasionally work other hours as needed to support events, fundraisers, and meetings

Staff Qualifications:

- Outstanding interpersonal skills
- Public Speaking and creative writing Skills
- Experience in Public Relations
- A sincere belief that giving to the United Way of Kershaw County is one of the best ways to show you care

Annually develop goals and outcome objectives in partnership with the VP for Resource Development.

Annually, the VP for Resource Development will evaluate performance based on the above.

Supervisor Signature _____ Date _____

Employee Signature _____ Date _____