



## **Site Coordinator Position Description**

- Are you passionate about the STAIR mission and want to share your experience and talent by taking on a greater role at a STAIR-Annapolis site?
- Are you organized, creative and willing to be the first point of communication with other STAIR volunteers at your site and with STAIR staff?
- Would you enjoy working closely with other tutors, students and a dedicated STAIR staff?

As the site leader, the STAIR Site Coordinator is instrumental to the success of our organization. Site Coordinators work alone or in co-Coordinator teams to ensure each STAIR site is a safe, welcoming, organized place for fun and learning. Site Coordinators and STAIR staff meet six times a year to offer support and exchange ideas. We need Site Coordinators in order to serve our existing STAIR sites and to support us as we grow. Together with STAIR tutors, our Site Coordinators make a lasting difference in the life of a child in need of reading support. We are incredibly grateful for your dedication to our students through this volunteer leadership position!



## Site Coordinator Position Guidelines

In order to maintain program standards and consistency across all STAIR-Annapolis sites, and to offer support for this critical role, we provide the following guidelines for Site Coordinators:

- Set a warm and welcoming tone for all STAIR sessions.
- Arrive 15-30 minutes before the start of each session and remain on-site for the duration of each session.
- Maintain site materials, including student supplies, STAIR library books, giveaway books, student and tutor folders in an orderly fashion.
- Notify STAIR Executive Director of any site-related needs or concerns, including supplies, facilities, materials, etc.
- Procure and provide healthy snacks for STAIR students at each session (reimbursable expense, within site budget limits).
- Maintain accurate, up-to-date student records on-site, including parent/guardian information, emergency contacts, phone numbers, email addresses, and permission slips.
- Protect students' privacy by keeping students' personal and family information confidential.
- Determine appropriate tutor/tutor pair and student assignments, and adjust pairings if necessary, to help facilitate student success.
- Keep accurate session attendance records, including student sign-outs at the end of each session.
- Arrange for substitute tutors as needed.
- Walk around and observe tutoring sessions, using every opportunity to provide positive feedback to students on their progress.
- Serve as primary contact for site tutors, offering guidance in alignment with STAIR curriculum, policies, and best practices, with support from STAIR staff as needed.
- Monitor tutor and student behavior and participation and communicate any issues or concerns to STAIR Executive Director immediately.
- Work with STAIR Executive Director and STAIR staff to obtain and analyze student reading assessment scores.
- Establish and maintain positive working relationships with STAIR staff, school administrators, literacy coaches, teachers, bilingual facilitators, tutors, and STAIR families.
- Perform routine site maintenance at the end of each STAIR session, where applicable, including returning furniture to proper placement, safely storing site supplies, turning off lights, etc.
- Attend Site Coordinator meetings six (6) times per year, as scheduled by STAIR Executive Director.