

Job Title:	Children’s Literacy Program Facilitator	Job Category:	Children Literacy
Department/Group:	Paul Sweitzer Reading Room	Clean DMV Required	Yes
Location:	1903 N. 2 nd St, Flagstaff, AZ 86004	Travel Required:	In town
Level/Salary Range:	\$14.00 to \$18.00 per hour	Position Type:	Part Time
HR Contact:	Vanessa Nicolai	Date posted:	N/A
Will Train Applicant(s):	Yes	Posting Expires:	N/A
External posting URL:	N/A		
Internal posting URL:	N/A		
Applications Accepted By:			
E-MAIL: Monica@hotfood.org or Vanessa@hotfood.org Subject Line: Children’s Literacy Program Facilitator Attention: Monica Foos		MAIL: Flagstaff Family Food Center: Food Bank and Kitchen P O Box P Flagstaff, AZ 86002	
Job Description			
<p>JOB DESCRIPTION</p> <p>The purpose of this position is to facilitate the Children’s Literacy Program through fostering the love of reading. The primary responsibility is to the development and growth of the Children’s Literacy Program; hold special events, attend holiday celebrations throughout the year, provide homework help, leadership and mentoring for the children while providing a safe environment for learning and literacy support. The Children's Literacy Program Facilitator is responsible for the day-to-day implementation of learning, creation and maintenance of the literacy program, placing maximum emphasis on positive and respectful response to the needs of the, children, the environmental health and safety and to reserve items for the operation of the program. The Children’s Literacy Program Facilitator will assist the Community Outreach and Volunteer Specialist with potential volunteers and their requests and getting them in contact with the Community Outreach and Volunteer Specialist, adding volunteer contact information into the database, confirm volunteer background screening, train volunteers, provide volunteers with any required documentation, complete the daily attendance log by entering it into the database. This position will work closely with and supervise the Children’s Literacy Support person. The Development Director will assure a well-managed, well maintained fundraising, public relations and programs sustainability, placing maximum emphasis on positive and respectful response to the needs of The Children’s Literacy programs in conjunction with the mission of the organization.</p>			

QUALIFICATIONS AND EDUCATION REQUIREMENTS

This position requires a one to five years of related experience in the industry. Previous experience preferred.

PREFERRED SKILLS

Kids Management, Foster Teamwork, Customer Service, Self-Motivated, Energy Level, Multi-tasking, Resolving Conflict, Verbal Communication

ADDITIONAL NOTES

See Additional Job Description

Reviewed By:	Monica Foos	Date:	May 30, 2019
Approved By:		Date:	May 30, 2019
Last Updated By:		Date/Time:	

Flagstaff Family Food Center: Food Bank and Kitchen

Title: Flagstaff Family Food Center Children Literacy Program Facilitator

Reports to: Executive Director

Based at: 1903 N. 2nd St., Flagstaff AZ 86004

Job purpose:

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Key responsibilities and accountabilities:

- Help support children who come into the reading room with reading and homework.
- Verify that all volunteers on shift have background clearance.
- Support and help organized special events throughout the year and help provide a 4 week program each summer.
- Support all staff, volunteer, and community service workers in carrying out all day-to-day activities required in running the facility and all programs
- Contributes to team effort by accomplishing related results as needed.

Client service

- Ensure positive client service in all areas. Respond to complaints, taking any and all appropriate actions.

Operational responsibilities

- Ensure a safe working and client environment to reduce the risk of injury and accidents. Completes accident reports promptly in the event that a client, volunteer or employee is injured.
- Investigate, resolve and write up all incident complaints file accordingly.

Personnel

None.

ACCOUNTABILITIES

- Keeps Children Literacy and Volunteer Coordinator promptly and fully informed of all issues (i.e. problems, unusual matters of significance and positive events) and takes prompt corrective action where necessary or suggests alternative courses of action.

- Completes job responsibilities and performance objectives in a timely and effective manner and in accordance with Flagstaff Family Food Center policies and procedures.
- Maintains a favorable working relationship with all company employees to foster and promote a cooperative and harmonious working climate which will be conducive to maximum employee morale, productivity and efficiency/effectiveness.
- At all times provides a favorable image of Flagstaff Family Food Center to promote its “Feeding Mind Body Heart” philosophy.
- Performs other duties and responsibilities as required or requested.

SUPERVISION OF OTHERS

3+ volunteers each shift

WORKING CONDITIONS

- Hours may vary if manager must fill in for his/her employees or if emergencies arise (typical work week = 15 - 20 hours) plus special events.
 - Position requires prolonged standing, bending, stooping, twisting, and lifting products and supplies weighing 45 pounds, and repetitive hand and wrist motion.
 - Work with hot, cold, and hazardous equipment as well as operates phones, computers, fax machines, copiers, and other office equipment.
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