

Every1Reads Community Based Organization Coordinator Roles and Responsibilities

Along with the items listed on the E1R's Coordinator's Checklist distributed by the Volunteer Talent Center:

- Attend and complete coordinator training.
- Learn how to level books, but more importantly, learn how to identify the most appropriate materials for the student.
- Attend or be represented at the monthly E1R's meetings.
- Have the opportunity to attend bi-monthly or quarterly coordinator meetings for networking and sharing with other coordinators.
- Have access to a current list of coordinators (such as an Every1Reads distribution list with only coordinators' names).
- Have access to a current trouble-shooting contact list (possibly posted on the website).
- Be trained in Kidtrax and Cascade and be made aware of all the possibilities and potential of the programs for internal and external data retrieving and reporting.
- Complete and submit the annual Every1Reads Endorsed Agency Self-Assessment Checklist.